

Clear Form

CITY OF GREEN BAY PERSONNEL ACTION FORM

CURRENT INFORMATION (Prior to changes made by this form)

Employee Name: Kris Teske #101390
 Classification: City Clerk
 Dept./Division: Administrative Services
 Effective Date: 12/31/2020

Type of Action:

<input type="checkbox"/>	New Hire	<input type="checkbox"/>	End of Probation
<input type="checkbox"/>	Transfer * <u>Work Comp Code</u>	<input checked="" type="checkbox"/>	Termination * <u>Resigned</u>
<input type="checkbox"/>	Reclassification	<input type="checkbox"/>	Lay Off
<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Retirement
<input type="checkbox"/>	Grade/Step Change (attach review form)	<input type="checkbox"/>	Death
<input type="checkbox"/>	Salary (changes other than base pay)	<input type="checkbox"/>	Name Change
<input type="checkbox"/>		<input type="checkbox"/>	Other * <u></u>

Comments supporting this request:

Kris's last day will be 12/31/2020

*Include reason under comments

NEW INFORMATION (Complete only those areas that have changed)

Employee Name: _____
 Classification: _____
 Dept./Division: _____
 Grade/Step: _____
 Salary: _____

Approval: Diana Ellenbecker
 Department Head

12/24/20
 Date

For Human Resources
 Use Only:
 ok/sf

Approval: Joseph W. Faulds
 Human Resources Director

1/12/2021
 Date

Copy to:
 Payroll
 Benefits
 Department

Print completed form and send to Human Resources for signature.

Sarah Fidler

From: Diana Ellenbecker
Sent: Friday, December 18, 2020 6:52 AM
To: Sarah Fidler
Subject: FW: Letter of Resignation

Here is Kris's e-mail.

Thank you,
Diana

-----Original Message-----

From: Kris Teske [mailto:████████████████████]
Sent: Monday, December 7, 2020 6:37 AM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: Letter of Resignation

Diana,

Please accept this email as my formal resignation from my position as City Clerk for the City of Green Bay, effective December 31, 2020.

I truly wanted to retire from the City of Green Bay in the future but under the hostile work environment conditions that isn't going to be possible, unfortunately.

Sincerely,

Kris Teske