

THE CITY OF PENSACOLA  
RECOMMENDATION FOR PERSONNEL ACTION  
**SEPARATION**

E

Name	Colleen M. Castille	Employee #	004893
Department	City Administrator	Present Class	City Administrator
Home Dept #	001000200	Effect Date/Time	09/03/2014

Current Address\*:

\*Forwarding Address for all official City correspondence (W-2). Final check will be distributed to employee only after Human Resources has certified that the employee has completed the required separation procedures.

Retirement		Resignation	X	Ex.Temp.Appt.	
Dismissal		Deceased		Other	

*Bi-Weekly Payroll*

Job Code/Title	1100-001	Range	N/R
Hourly Rate	62.50	BW/OT Adj	5,000.00
PTO Balance	17-16=1		

Remarks: Signed general release. Will receive 20 weeks severance pay in the amount of \$50,000.00 and pto payout.

8 hours labor day holiday (9/1)  
16 hours pto (9/2&3)  
56 hours non-worked

*Premium pay*

Bi-weekly	Amt	Bi-weekly	Amt	Other	Amt
Shift Diff		Incentive		Clothing	
Fld Training		Other		Pistol	
Special Duty		Cert Pay			
Other					

Remarks:

Dept. Director/Administrator Date

Mayor/Designee (when applicable) Date

*Edward J. Lison* 9-12-14  
Human Resources Administrator Date

*[Signature]* 9/9/14  
*Dr* 9/12/14  
Human Resources Reviewer Date