

MADISON COUNTY
PERSONNEL ACTION

Department ADULT DRUG COURT Employee Name Jessica Carr
Job title Case Manager Employee SS # _____
Effective Date 2/21/17

Hire
Full-time Part-time Temporary Hourly Salaried
Position: Case Manager new position or replacement if so, whom? _____
Rate of Pay \$ 32,500.00

- Job references checked (if applicable)
- Background checked (if applicable)
- Driving Record checked (if applicable)

Promotion
From Position: _____ To Position: _____
Rate of Pay \$ _____ Rate of Pay \$ _____

Termination
 Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head
Printed Name Suzanne R Hidalgo Signature _____ Date 2/21/17

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____