

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center
Job title Detention Officer
Effective Date July 23, 2019

Employee Name Lee Anna Massey
Employee # 3190

Hire
Full-time Part-time Temporary Hourly Salaried
Position: _____
new position or replacement if so, whom? _____

Rate of Pay \$ _____

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

Promotion
From Position: _____ To Position: _____
Rate of Pay \$ 14.00 Rate of Pay \$ 15.00

Fulfilled the one year requirement

Termination
 Death
 Dismissed
 Resigned
 Retired

Documentation Attached

Approval of Elected Official or Department Head
Printed Name Major Chuck Helba Signature [Signature] Date 07-05-2019

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center
Job title Detention Center
Effective Date July 23, 2017

Employee Name Tavarius Sharp
Employee # 4590

Rate _____
Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?

Rate of Pay \$ _____

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

Promotion
From Position: _____ To Position: _____
Rate of Pay \$14.00 Rate of Pay \$15.00

Termination
 Death
 Dismissed
 Resigned
 Retired
 Documentation Attached
fulfilled the one year requirements

Approval of Elected Official or Department Head
Printed Name Major Chuck McNeal Signature [Signature] Date 07-05-2017

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Services
Job title Detention Officer
Effective Date July 23, 2017

Employee Name Shaqueria Branch
Employee # 709

Hire
Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ _____

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

Promotion

From Position: _____
Rate of Pay \$14.00

To Position: _____
Rate of Pay \$15.00
Fulfilled the one year requirement

Termination

Death
 Dismissed
 Resigned
 Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name Major Chuck Hales Signature [Signature] Date 07-05-2017

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center
Job title Detention Officer
Effective Date APRIL 23, 2017

Employee Name Belinda Evans
Employee # 1941

Hire
Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?

Rate of Pay \$ _____

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

Promotion
From Position: _____ To Position: _____

Rate of Pay \$14.00 Rate of Pay \$15.00
fulfilled the one year requirement

Termination
 Death
 Dismissed
 Resigned
 Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name Major Chuck Haskal Signature [Signature] Date 07-09-2017

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center
Job title Detention Officer
Effective Date 06-18-2017

Employee Name James S. INGRAM
Employee # 2538

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position or replacement if so, whom?

Rate of Pay \$ _____

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

Promotion

From Position: Detention Officer To Position: M/Sgt
Rate of Pay \$15.00 Rate of Pay \$15.75

Termination

Death
 Dismissed
 Resigned
 Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name Major Chuck McNeal Signature [Signature]

Date 7/5/17

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Justice Court Employee Name Silas J. Delaware
 Job title Receptionist Employee SS # _____
 Effective Date July 18, 2017

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: receptionist new position or replacement if so, whom? Teresa Taylor
 Rate of Pay \$ 12.50

- 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 Cheryl J. Horn Signature Cheryl J. Horn Date 7/12/2017
Digitally signed by Cheryl J. Horn, DN: cn=Cheryl J. Horn, o=Madison County, ou=Madison County, email=cheryl.horn@madisoncountymt.gov, c=US, Date: 2017.07.12 14:28:45 -0400

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Justice Court Employee Name Brittany Hollins
 Job title Deputy Clerk Employee SS # _____
 Effective Date August 1, 2017

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: front counter clerk new position or replacement if so, whom? Sarah Steele
 Rate of Pay \$ 14.00

- 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 Cheryl J. Horn Signature Cheryl J. Horn Date 7/12/17
Digitally signed by Cheryl J. Horn, DN: cn=Cheryl J. Horn, o=Madison County, ou=Madison County, email=cheryl.j.horn@madisoncountymt.gov, c=US

Forward to Administration for Paperwork Processing

Administrative paperwork

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