

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center
Job title Detention Officer
Effective Date 8-14-2017

Employee Name Michael Spann
Employee # _____

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____
new position or replacement

Rate of Pay 15.14/00

if so, whom? Christopher Holloway

- 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 Major Chuck McNeil Signature [Signature] Date 8-14-2017

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 08-14-2017

Employee Name Nettie Gilmore
Employee # _____

Hire
Full-time Part-time Temporary Hourly
Position: _____ new position or replacement
Rate of Pay \$ 14.00

Salaried
 if so, whom? Johnnie Greenwood

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 Major Chuck McNeal

Signature [Signature]

Date 8-14-2017

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
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MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center
Job title Detention Officer
Effective Date 8-14-2019

Employee Name Campbell, Virginia
Employee # _____

Hire

Full-time Part-time Temporary Hourly Salaried

Position: _____ new position or replacement

if so, whom? Ralph Williams

Rate of Pay \$14.09

- 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 Major Chuck McNeal

Signature [Signature]

Date 08-14-2019

Forward to Administration for Paperwork Processing

Administrative paperwork

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MADISON COUNTY
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name John Garcia
Job title deputy sheriff Employee # new hire
Effective Date 9-3-2017

Hire
Full-time Part-time Temporary Hourly Salaried
Position: deputy sheriff new position or replacement if so, whom? Wes Schneider
Rate of Pay \$ 17.48 An hour

- 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 Jeremy Williams Signature [Signature] Date 8-15-2017

Forward to Administration for Paperwork Processing

<u>Administrative paperwork</u>	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name Robert Parker
Job title deputy sheriff Employees# new hire
Effective Date 9-3-2017

Hire

Full-time Part-time Temporary Hourly Salaried
Position: deputy sheriff new position or replacement if so, whom? Barry Chandler
Rate of Pay \$ 17.48 an hour

- 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 Jeremy Williams Signature [Signature] Date 8-15-2017

Forward to Administration for Paperwork Processing

Administrative paperwork

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MADISON COUNTY
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name Kyle Millican
Job title deputy sheriff Employee SS# new hire
Effective Date 9-3-2017

Hire

Full-time Part-time Temporary Hourly Salaried
Position: deputy sheriff new position or replacement if so, whom? Allen McGregor
Rate of Pay \$ 17.48 An hour

- 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 Jeremy Williams Signature [Signature] Date 8-15-2017

Forward to Administration for Paperwork Processing

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MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name LORE Butler
Job title Bookkeeper Employee SS # _____
Effective Date 8-1-17

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: Bookkeeper To Position: Office Manager
Rate of Pay \$ 15.00 Rate of Pay \$ 26.44

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-15-17

Forward to Administration for Paperwork Processing



Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
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MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Laura Sullivan
Job title Deputy Collector Employee SS # _____
Effective Date 8-1-17

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: Deputy Collector To Position: Asst Bookkeeper
Rate of Pay \$ 18.27 Rate of Pay \$ 18.75

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Kay Pace Signature [Signature] Date 8-15-17

Forward to Administration for Paperwork Processing

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MADISON COUNTY
PERSONNEL ACTION

Department Justice Court
Job title Front Counter D.C.
Effective Date 8/21/17

Employee Name Renata Carr
Employee SS # 1137

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: Front Counter Deputy Clerk
Rate of Pay \$ 16.29

To Position: Head Front Counter Deputy Clerk
Rate of Pay \$ 17.29

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name: Cheril Horn Signature: [Signature] Date: 8/16/17

Forward to Administration for Paperwork Processing

Administrative paperwork

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MADISON COUNTY
PERSONNEL ACTION

Department Justice Court Employee Name Mary Lockett
Job title Deputy Clerk Employee SS # 3143
Effective Date 8/21/17

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: Deputy Clerk To Position: Office Manager / Chief Deputy Criminal Clerk
Rate of Pay \$ 24.49 hourly Rate of Pay \$ 25.99 hourly

Termination
 Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head
Printed Name Cheryl Horn Signature Cheryl Horn Date 8/16/17

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 Sheila Taylor
Job title Criminal Deputy Clerk Employee SS # 3431
Effective Date 8/21/17

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: Criminal Deputy Clerk To Position: Sr. Judicial Administrator
Rate of Pay \$ 20.64 hourly Rate of Pay \$ 22.14 hourly

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cheryl Horn Signature Cheryl Horn, JCC Date 8/16/17

Forward to Administration for Paperwork Processing



Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
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Copy to Comptroller	_____	_____
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MADISON COUNTY
PERSONNEL ACTION

Department Justice Court
Job title Deputy Clerk
Effective Date 8/21/17

Employee Name Sarah Steele
Employee SS # 4790

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: Deputy Clerk Front Counter
Rate of Pay \$ 18.12 hourly

To Position: Purchasing/Deputy Clerk
Rate of Pay \$ 19.62 hourly

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cheryl Horn Signature Cheryl Horn FCC Date 8/16/17

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
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MADISON COUNTY
PERSONNEL ACTION

Department
Job title
Effective Date

Justice Court
Civil Deputy Clerk
8/21/17

Employee Name
Employee SS #

Brittany Wolfe
2685

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: Civil Deputy Clerk
Rate of Pay \$ 18.02 hourly

To Position: Civil Processing Specialist
Rate of Pay \$ 19.52 hourly

Termination

- Death
- Dismissed
- Resigned
- Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name
Cheryl Horn

Signature
Cheryl Horn, JCC

Date
8/16/17

Forward to Administration for Paperwork Processing

Administrative paperwork

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MADISON COUNTY
PERSONNEL ACTION

Department

Justice Court

Employee Name

Stephanie Burton

Job title

Deputy Clerk

Employee SS #

3348

Effective Date

8/21/17

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:

Deputy Clerk

To Position:

Judicial Administrator

Rate of Pay

\$ 16.29 hourly

Rate of Pay

\$ 18.29 hourly

Termination

- Death
- Dismissed
- Resigned
- Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Cheryl Horn

Signature

[Signature]

Date

8/16/17

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Administrative paperwork

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Initials

Date

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Copy to Comptroller

Copy for BOS Agenda

MADISON COUNTY
PERSONNEL ACTION

Department

Justice Court

Employee Name

Lauren Canoy

Job title

Civil Deputy Clerk

Employee SS #

1141

Effective Date

8/21/17

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:

Civil Deputy Clerk

To Position:

Chief Civil Deputy Clerk

Rate of Pay

\$ 20.93 hourly

Rate of Pay

\$ 22.43 hourly

Termination

- Death
- Dismissed
- Resigned
- Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Cheryl Horn

Signature

Cheryl Horn J.C.

Date

8/16/17

Forward to Administration for Paperwork Processing

Administrative paperwork

Copy to Payroll

Initials

Date

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Copy to Comptroller

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MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Jennifer Phillips
Job title Detention Officer Employee # 583
Effective Date 9-3-2017

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 \$14⁰⁰ Rate of Pay \$15⁰⁰

The one year has been fulfilled (Requirement)

Termination

Death
 Dismissed
 Resigned
 Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name Major Chuck McNeal Signature [Signature] Date 08-17-2017
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