

**MADISON COUNTY
PERSONNEL ACTION**

Department Human Resource/BOS Employee Name Clara Latiker
 Job title HR Asst./Receptionist Employee SS # #2871
 Effective Date 12/01/2017

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 \$ 18.48 Rate of Pay \$ 19.08

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Clara has been awarded a master's degree with an emphasis in HR.

Approval of Elected Official or Department Head

Printed Name Shelton Vance Signature *Shelton Vance* Date 11/30/2017

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 Tax Collector Employee Name Doris A Boston
Job title Deputy Collector Employee SS # _____
Effective Date 12-11-17

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? Brook Burchfield
Rate of Pay \$ 15.87

- 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 Kay Pace Signature [Signature] Date 11-30-17

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 Board of Supervisors Employee Name MyQuishia Anderson
 Job title Clerical Employee SS # _____
 Effective Date 12/15/2017

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ 10.00

- 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 Shelton Vance Signature _____ Date 12/14/2017

Forward to Administration for Paperwork Processing

Administrative paperwork

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