

**MADISON COUNTY
PERSONNEL ACTION**

Department District Attorney Employee Name Redonna Burns
 Job title Support Staff Employee SS # _____
 Effective Date January 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: Paralegal/Office Manager 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: Paralegal/Office Manager To Position: Same
 Rate of Pay \$ 65,000 Rate of Pay \$ 69,000

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Sharon Jernigan Signature Sharon Jernigan Date 12/19/2017

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 District Attorney Employee Name Emma Garrett
 Job title Support Staff Employee SS # _____
 Effective Date January 1, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: Support Staff 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: Support Staff To Position: Same
 Rate of Pay \$ 38,000 Rate of Pay \$ 40,000

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Sharon Jernigan Signature Sharon Jernigan Date 12/19/2017

Forward to Administration for Paperwork Processing

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**MADISON COUNTY
PERSONNEL ACTION**

Department District Attorney Employee Name Jeri Thompson
 Job title Support Staff Employee SS # _____
 Effective Date January 1, 2018

Hire

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

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

Promotion

From Position: Support Staff To Position: Same
 Rate of Pay \$ 33,000 Rate of Pay \$ 35,000

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Sharon Jernigan Signature Sharon Jernigan Date 12/19/2017

Forward to Administration for Paperwork Processing

Administrative paperwork

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