

MADISON COUNTY
PERSONNEL ACTION

Department Tax Collector Employee Name Katherine Grantham
Job title Deputy Collector Employee SS # _____
Effective Date 3-5-18

Hire

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

Rate of Pay \$ 1,333.33

- 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 2-23-18

Forward to Administration for Paperwork Processing

Administrative paperwork

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