

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Derrick Vaughn
Job title Truck Driver Employee SS # _____
Effective Date July 9, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement If so, whom?
Calvin Levy

Rate of Pay \$ 12.50 per 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 Cornelius Bacon Signature  Date 7-9-18

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 Road Department Employee Name Curtis Nolan
Job title Heavy Equipment Operator Employee SS # _____
Effective Date July 9, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
Gregory Johnson
Rate of Pay \$ 20.00 per 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 Cornelius Bacon Signature  Date 7-5-18

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 Road Department Employee Name Marcel Lee
Job title Tractor Driver Employee SS # _____
Effective Date July 9, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
Robert Giles
Rate of Pay \$ 10.00 per 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 Cornelius Bacon Signature  Date 7-5-18

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Madison County
Detention Center Employee Name Gabrielle Gore
Job title Detention Officer Employee # _____
Effective Date 07/05/2018

Fire _____
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: Detention Officer
Rate of Pay \$ 14.50 Rate of Pay \$ 15.50

Termination 1 year raise

Death
 Dismissed
 Resigned
 Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name Major Chuck McNeal Signature [Signature] Date 07/05/18

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Lemario Oliver
Job title Truck Driver Employee SS # _____
Effective Date July 16, 2018

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
_____ Alvin Lockett
Rate of Pay \$ 12.50 per 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 Cornelius Bacon Signature  Date 7-17-18

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 Road Department Employee Name Valerie Brown
Job title Receptionist Employee SS # _____
Effective Date July 16, 2018

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 \$ 12.48 hr Rate of Pay \$ 14.48 hr

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Cornellus Bacon Signature  Date 7-11-18

Forward to Administration for Paperwork Processing

Administrative paperwork

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



OFFICE OF THE DISTRICT ATTORNEY

MICHAEL GUEST
DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT
RANKIN, MADISON COUNTIES

July 12, 2018

Via Electronic Mail

Ms. Loretta D. Phillips, SHRM-CP
Madison County Board of Supervisors
Human Resources Director

Re: NEW HIRE FOR DISTRICT ATTORNEY'S OFFICE/MADISON COUNTY
NAME: KIMBERLY N. "NIKKI" JONES

Dear Ms. Phillips:

With regard to the above-referenced matter, please be advised that we have extended an offer of full-time employment to Mrs. Jones, effective date of hire being **July 09, 2018**. She will be our paralegal/office administrator, and her salary will be **\$58,000/year**, and her salary will be paid in the same manner that Redonna Burns' salary was previously paid.

As understood, all new employees hired by Madison County are subject to a sixty (60) day introductory period, and once the introductory period is successfully completed, Mrs. Jones will then be eligible to be enrolled in the benefit plan(s) offered by the Madison County Board of Supervisors.

Should you have any further questions concerning same, please feel free to contact me.

With best regards, I am

Very truly yours,

Michael Guest



OFFICE OF THE DISTRICT ATTORNEY

MICHAEL GUEST
DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT
RANKIN, MADISON COUNTIES

June 12, 2018

Madison County Board of Supervisors
Attn: Shelton Vance, County Administrator
Post Office Box 608
Canton, MS 39046-0608

RE: Madison County Employee CHRISTOPHER TODD McALPIN
Position: Assistant District Attorney

Dear Shelton:

In connection with the above referenced employee, effective July 01, 2018, we will increase his annual salary to \$107,015. Our office will reimburse Madison County for this increase.

If you have any questions regarding same, please feel free to contact me. Additionally, if there are any forms required by Madison County to effectuate this salary increase, please let us know that, as well.

Sincerely,

A handwritten signature in blue ink that reads "Michael Guest". The signature is stylized with a large loop at the beginning and a long tail.

Michael Guest, *District Attorney*

c: Loretta Phillips, *Human Resources Director*
Myrtis Hawkins, *Assistant Comptroller*