

**MADISON COUNTY
PERSONNEL ACTION**

Department Human Resources Employee Name Clara Latiker
 Job title Asst HR Director Employee SS # 2871
 Effective Date 10-1-2018

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 \$ 26.44 Rate of Pay \$ 27.16

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Shelton Vance Signature *Shelton Vance* Date 10/12/2018

Forward to Administration for Paperwork Processing

Administrative paperwork

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