



## OFFICE OF THE DISTRICT ATTORNEY

MICHAEL GUEST  
DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT  
RANKIN, MADISON COUNTIES

May 1, 2013

Madison County Board of Supervisors  
ATTN: Shelton Vance  
Post Office Box 608  
Canton, Mississippi 39046

RE: Ashley Allen

Dear Shelton:

Ashley has reached another milestone of practicing law. As of May 3, 2013, she is in the 85% of the salary of the District Attorney. Therefore, please increase her annual salary to \$87,823.70 effective May 3, 2013. Said increase to be reimbursed by my office. Enclosed is a copy of the break-down of salaries.

If you have any questions regarding this matter, please feel free to call me.

Sincerely,

A handwritten signature in black ink that reads "Michael Guest". The signature is stylized with a large, sweeping initial "M" and a cursive "G".

Michael Guest  
District Attorney

MG/scj  
w/enclosure  
cc/Loretta Phillips

(6) The annual salary of the full-time district attorneys shall be \* \* \*:

**From and after January 1, 2013, through December 31, 2013:-**

One Hundred Three Thousand Three Hundred Twenty-two Dollars (\$103,322.00).

**From and after January 1, 2014, through December 31, 2014:**

One Hundred Ten Thousand Eight Hundred Forty-eight Dollars (\$110,848.00).

**From and after January 1, 2015, through December 31, 2015:**

One Hundred Eighteen Thousand Three Hundred Seventy-four Dollars (\$118,374.00).

**From and after January 1, 2016:**

One Hundred Twenty-five Thousand Nine Hundred Dollars (\$125,900.00).

(7) The annual salary of the full-time legal assistants shall be not less than Fifteen Thousand Dollars (\$15,000.00) nor more than eighty percent (80%) of the salary of the district attorney for legal assistants who have been licensed to practice law for five (5) years or less; **eighty-five percent (85%) of the salary of the district attorney for legal assistants who have been licensed to practice law for at least five (5) years but less than fifteen (15) years;** and ninety percent (90%) of the salary of the district attorney for legal assistants who have been licensed to practice law for at least fifteen (15) years or more.

MADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Derrick Johnson  
Job title Detention Officer Employee # 2835  
Effective Date 5/20/2013

**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 \$11.96

Rate of Pay \$12.31

**Termination**

- Death
- Dismissed
- Resigned
- Retired

Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Major Chuck McNeal

Signature Chuck McNeal

Date 5/7/2013

Forward to Administration for Paperwork Processing

**Administrative paperwork**

	Initials	Date
Copy to Payroll	<u>VTM</u>	<u>5/10/13</u>
Copy to HR	<u>VTM</u>	<u>5/10/13</u>
Copy to Comptroller	<u>VTM</u>	<u>5/10/13</u>
Copy for BOS Agenda	<u>VTM</u>	<u>5/10/13</u>

MADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Ryan Halbert  
Job title Detention Officer Employee # 3938  
Effective Date 05/20/2013

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried

Position: \_\_\_\_\_ new position or replacement  if so, whom? \_\_\_\_\_

Rate of Pay \$ ~~11.96~~

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

**Promotion**

From Position: \_\_\_\_\_ To Position: \_\_\_\_\_  
Rate of Pay \$ 11.96 Rate of Pay \$ 12.31

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Major Chuck McNeil Signature Chuck McNeil Date 05/07/2013

Forward to Administration for Paperwork Processing

**Administrative paperwork**

	Initials	Date
Copy to Payroll	<u>VTM</u>	<u>5/7/13</u>
Copy to HR	<u>VTM</u>	<u>5/7/13</u>
Copy to Comptroller	<u>VTM</u>	<u>5/7/13</u>
Copy for BOS Agenda	<u>VTM</u>	<u>5/7/13</u>



MADISON COUNTY  
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Isaiah Evans  
Job title Detention Officer Employee # 1964  
Effective Date 5/20/2013

**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 \$ 11.96 Rate of Pay \$ 12.31

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Major Chuck McNeal Signature [Signature] Date 5/7/2013

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

	Initials	Date
Copy to Payroll	<u>V+M</u>	<u>5/7/13</u>
Copy to HR	<u>V+M</u>	<u>5/7/13</u>
Copy to Comptroller	<u>V+M</u>	<u>5/7/13</u>
Copy for BOS Agenda	<u>V+M</u>	<u>5/7/13</u>

**MADISON COUNTY  
PERSONNEL ACTION**

Department Madison Co. Sheriff Dept. Employee Name Richard Ladnier  
 Job title Deputy Sheriff Employee <sup>id</sup> # 2836  
 Effective Date 6-2-13

**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: Sgt. - Narcotics To Position: M/Sgt. Narcotics  
 Rate of Pay \$ 17.76 an hour Rate of Pay \$ 20.56 an hour

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

\* deputy has satisfied one year of employment & probation period \*

**Approval of Elected Official or Department Head**

Printed Name Jeremy Williams Signature [Signature] Date 5-14-13

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

	Initials	Date
Copy to Payroll	<u>J+M</u>	<u>5/14/13</u>
Copy to HR	<u>J+M</u>	<u>5/14/13</u>
Copy to Comptroller	<u>J+M</u>	<u>5/14/13</u>
Copy for BOS Agenda	<u>J+M</u>	<u>5/14/13</u>

**MADISON COUNTY  
PERSONNEL ACTION**

Department Sheriff's Dept. Employee Name Joe Mangino  
 Job title Deputy Sheriff Employee <sup>id</sup> # 3186  
 Effective Date 6-2-13

**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: Sgt. -K9 To Position: Sgt. -K9  
 Rate of Pay \$ 18.34 An hour Rate of Pay \$ 18.87 An hour

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

\* deputy has satisfied one year of employment & probation period \*

**Approval of Elected Official or Department Head**

Printed Name Jeremy Williams Signature [Signature] Date 5-14-13

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

	Initials	Date
Copy to Payroll	<u>VTM</u>	<u>5/14/13</u>
Copy to HR	<u>VTM</u>	<u>5/14/13</u>
Copy to Comptroller	<u>VTM</u>	<u>5/14/13</u>
Copy for BOS Agenda	<u>VTM</u>	<u>5/14/13</u>



MADISON COUNTY  
PERSONNEL ACTION

Department Madison Co. Detention Employee Name Laura Leathers  
Job title Jail Administrator's Assistant Employee SS # 2844  
Effective Date 5-19-13

**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 \$ 15.95 Rate of Pay \$ 17.00

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Chuck McNeal Signature [Signature] Date 5-16-13

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

	Initials	Date
Copy to Payroll	<u>VTM</u>	<u>5/17/13</u>
Copy to HR	<u>VTM</u>	<u>5/17/13</u>
Copy to Comptroller	<u>VTM</u>	<u>5/17/13</u>
Copy for BOS Agenda	<u>VTM</u>	<u>5/17/13</u>



MADISON COUNTY  
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name Slade Moore  
Job title Deputy Sheriff Employee SS# new hire  
Effective Date 6-2-2013

**Hire**  
Full-time  Part-time  Temporary  Hourly  Salaried   
Position: deputy sheriff new position or replacement  It so, whom?  Mike Zimmerman  
Rate of Pay \$ 17.56 An 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 Jeremy Williams Signature [Signature] Date 5-16-13

**Forward to Administration for Paperwork Processing**

<u>Administrative paperwork</u>	Initials	Date
Copy to Payroll	<u>vtm</u>	<u>5/16/13</u>
Copy to HR	<u>vtm</u>	<u>5/16/13</u>
Copy to Comptroller	<u>vtm</u>	<u>5/16/13</u>
Copy for BOS Agenda	<u>vtm</u>	<u>5/16/13</u>

MADISON COUNTY  
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name J.P. Pilgrim  
Job title Deputy Sheriff Employee ~~SS~~ # new hire  
Effective Date 6-2-2013

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: deputy sheriff new position  or replacement  if so, whom? \_\_\_\_\_

Rate of Pay \$ 702.40 per pay period  
 Job references checked ( if applicable)  
 Background checked ( if applicable)  
 Driving Record checked ( if applicable)  
*\* Part time deputy for courthouse security position voted on by BOS ON 5-6-13 \**

**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 Jeremy Williams Signature [Signature] Date 5-16-13

Forward to Administration for Paperwork Processing

**Administrative paperwork**

	Initials	Date
Copy to Payroll	<u>VTM</u>	<u>5/16/13</u>
Copy to HR	<u>VTM</u>	<u>5/16/13</u>
Copy to Comptroller	<u>VTM</u>	<u>5/16/13</u>
Copy for BOS Agenda	<u>VTM</u>	<u>5/16/13</u>

**Madison County, Mississippi**

**Personnel Appointment**

I, Lawrence Morris, Solid Waste  
{Name of Department Head} ~~Road Department~~ {Department}

Madison County, Mississippi, do hereby appoint

Smith Baldwin, Jr., Social Security  
{Name of Appointee}

Number \_\_\_\_\_, to the position of

Garbage Hopper with

a monthly ~~salary~~ <sup>hourly</sup> of \$ 10.00. The effective

date of this employment is MAY 20, 2013.

Lawrence L. Morris  
Department Head

\_\_\_\_\_  
County Administrator

**Charge to:** 105-340-426  
{Fund-Department-Objective}

Personnel appointment

*\* Replacement \**