

MADISON COUNTY
PERSONNEL ACTION

Department: Madison County Detention Center Employee Name: Derrick Shavers
Job title: Detention Officer Employee # _____
Effective Date: 02/04/2019

Hire
Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer New position or replacement If so, whom? _____
Rate of Pay: \$ 14.50

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: Major Chuck McNeal Signature: [Signature] Date: 01/16/19

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 Tax Collector Employee Name Annie Burrette Gillum
Job title Deputy Collector Employee SS # -0308
Effective Date 1-14-2019

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Deputy Collector new position or replacement if so, whom? Mary Hart
Rate of Pay \$ 15.39

- 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 1-8-2019

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

Tax Collector

Employee Name

Anna Carole Evans

Job title

Deputy Collector

Employee SS #

7405

Effective Date

2-4-19

Hire

Full-time

Part-time

Temporary

Hourly

Salaried

Position:

Deputy Collector

new position
or replacement

if so, whom?

Kimberly Brown

Rate of Pay

\$ 15.39

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

1-9-19

Forward to Administration for Paperwork Processing

Administrative paperwork

Copy to Payroll

Initials

Date

Copy to HR

Copy to Comptroller

Copy for BOS Agenda

P.O. Box 113
Canton, MS 39046-0113

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Office: Tax Collector Employee Name: Ashleigh Choates
Job title: Deputy Collector Employee SS #: 8938
Effective Date: 2-1-19

Hire

Full-time Part-time Temporary Hourly Salaried
replacement new position

Rate of Pay \$ 15.39

- 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: 1-18-19

Forward to Administration for Paperwork Processing

Administrative paperwork

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