

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: Brenda McKenzie

Job title: Deputy Collector Employee SS #: \_\_\_\_\_

Effective Date: 3-1-19

### Hire

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

Rate of Pay \$ 16.97

- 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: 3-1-19

**Forward to Administration for Paperwork Processing**

### Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
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: Debra Dawson  
Job title: Deputy Collector Employee SS #: \_\_\_\_\_  
Effective Date: 3-1-19

### Hire

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

Rate of Pay \$ 18.20

- 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: 3-1-19

### 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 DA's office Employee Name Ashley Allen  
 Job title Asst Dist. Atty Employee SS # \_\_\_\_\_  
 Effective Date immediately

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

Rate of Pay \$ 107,015.00 + 5000.00 Supplement = \$ 112,015.00  
 Job references checked ( if applicable)  
 Background checked ( if applicable)  
 Driving Record checked ( if applicable)

**Promotion**  
 From Position: ASST Dist Atty To Position: Lead Atty / DA's office  
 Rate of Pay \$ \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_

**Termination**  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

Using money previously used for salary of Tommy Mayfield, who resigned, to pay 100% of Ashley Allen's salary, along w/ supplement previously paid to Bryan Buckley, who also resigned.  
 Date 3-14-19

**Approval of Elected Official or Department Head**  
 Printed Name John K. Bramlett Jr. Signature [Signature]

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 DA's Office Employee Name Heather Evans  
Job title Victim Asst. Employee SS # \_\_\_\_\_  
Effective Date immediately

Hire - Already employed

Full-time  Part-time  Temporary  Hourly  Salaried

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

Rate of Pay \$ 45,000/yr

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

We pay: 30,425.48  
You pay: \$ 14,574.52

**Promotion**

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

**Termination**

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

Using money previously used for salary of Tommy Mayfield, who resigned.

**Approval of Elected Official or Department Head**

Printed Name John K. Bramlett Jr. Signature [Signature] Date 3-14-19

Forward to Administration for Paperwork Processing

**Administrative paperwork**

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