

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Glenda Love
Job title Detention Officer Employee # 3014
Effective Date 5/20/2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer 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 \$ _____ Rate of Pay \$ _____

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Major Chuck McNeal Signature Chuck McNeal Date 5/20/2013

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	<u>VfM</u>	<u>5/23/13</u>
Copy to HR	<u>VfM</u>	<u>5/23/13</u>
Copy to Comptroller	<u>VfM</u>	<u>5/23/13</u>
Copy for BOS Agenda	<u>VfM</u>	<u>5/23/13</u>

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Justin Elliott
Job title Detention Officer Employee # 1896
Effective Date 5/20/2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer 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 \$ _____ 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 5/20/2013

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	<u>VJM</u>	<u>5/23/13</u>
Copy to HR	<u>VJM</u>	<u>5/23/13</u>
Copy to Comptroller	<u>VJM</u>	<u>5/23/13</u>
Copy for BOS Agenda	<u>VJM</u>	<u>5/23/13</u>

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Kristen Byrd
Job title Detention Officer Employee # 707
Effective Date 5/20/2013

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 \$ _____ Rate of Pay \$ _____

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Mayor Chuck McNeal Signature [Signature] Date 5/20/2013

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	<u>V+M</u>	<u>5/23/13</u>
Copy to HR	<u>V+M</u>	<u>5/23/13</u>
Copy to Comptroller	<u>V+M</u>	<u>5/23/13</u>
Copy for BOS Agenda	<u>V+M</u>	<u>5/23/13</u>

Vickie Miller

From: Shelton Vance <shelton.vance@madison-co.com>
Sent: Friday, May 24, 2013 3:56 PM
To: Laura Leathers
Cc: David Overby; Vickie Miller
Subject: RE: Additional Information

Thanks, Laura.

Shelton

From: Laura Leathers
Sent: Friday, May 24, 2013 3:53 PM
To: Shelton Vance
Subject: Additional Information
Importance: High

Shelton:

Please add the following information to the Personnel Forms I sent yesterday afternoon. Thanks,

Justin Elliott replaces Laron Blount

Kristen Byrd replaces Laci Lovelady

Glenda Love replaces Kawanda Myles

I got this information confirmed today.

Thanks and have a good weekend.

Ms. Laura

Laura L. Leathers, Administrative Assistant
Madison County Detention Center
2935 Highway 51
Canton, MS 39046
Phone: 601-855-0732 Fax: 601-855-0772

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Roosevelt Johnson
Job title Laborer Employee SS # _____
Effective Date June 3, 2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
Rate of Pay \$ 11.00 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 Lawrence Morris Signature Lawrence L. Morris Date 5/29/13

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	<u>vtm</u>	<u>5/29/13</u>
Copy to HR	<u>vtm</u>	<u>5/29/13</u>
Copy to Comptroller	<u>vtm</u>	<u>5/29/13</u>
Copy for BOS Agenda	<u>vtm</u>	<u>5/29/13</u>

**MADISON COUNTY
PERSONNEL ACTION**

Department Road Department Employee Name William Banks
 Job title Light Equipment Operator Employee SS # _____
 Effective Date June 3, 2013

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$13.00 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 Lawrence Morris Signature Laurence L. Morris Date 5/29/13

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	<u>VFM</u>	<u>5/29/13</u>
Copy to HR	<u>VFM</u>	<u>5/29/13</u>
Copy to Comptroller	<u>VFM</u>	<u>5/29/13</u>
Copy for BOS Agenda	<u>VFM</u>	<u>5/29/13</u>

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Clody Harris
Job title Light Equipment Operator Employee SS # _____
Effective Date June 3, 2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position if so, whom?
or replacement
Rate of Pay \$12.00 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 Lawrence Morris Signature Lawrence L. Morris Date 5/29/13

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 Elmer Thurman
Job title Heavy Equipment Operator Employee SS # _____
Effective Date June 3, 2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$14.13 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 Lawrence Morris Signature Lawrence L. Morris Date 5/29/13

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 Clifton E. Bryant, Jr
Job title Tractor Driver Employee SS # _____
Effective Date June 3, 2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom?
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 Lawrence Morris Signature Lawrence L. Morris Date 5/29/13

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	<u>VTM</u>	<u>5/29/13</u>
Copy to HR	<u>VTM</u>	<u>5/29/13</u>
Copy to Comptroller	<u>VTM</u>	<u>5/29/13</u>
Copy for BOS Agenda	<u>VTM</u>	<u>5/29/13</u>

MADISON COUNTY
PERSONNEL ACTION

Department Road Department Employee Name Wesley Hollins
Job title Light Equipment Operator Employee SS # _____
Effective Date June 3, 2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____
Rate of Pay \$12.00 per hour

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

Promotion

From Position: Temporary Tractor Driver To Position: Light Equipment Operator
Rate of Pay \$10.00 per hour Rate of Pay \$12.00 per hour

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Lawrence Morris Signature Lawrence L. Morris Date 5/29/13

Forward to Administration for Paperwork Processing

Administrative paperwork

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

Memo

To: Board of Supervisors

From: Shelton Vance
Comptroller

CC:

Date: June 3, 2013

Re: Pay Adjustments

Based on the resolution passed in September and the budget plan that was put in place on September 26, 2012, I have calculated the pay adjustment for each person that has been employed at least one year as of 6/1/2013. The pay adjustment is 3% for the county's portion of the person's pay, unless restricted because of state law.

The listing of changes is attached to this memo and presented for your approval so that the payroll can be processed in advance of presentation on a claims docket.

Number	Employee Name	Department Name	Basis of Pay	Pay Frequency	Hire Date	Annualiz	Current Pay Rate	Revised Pay Rate	Effective Date
1919	FLEMING, VIDAL	ROAD	Hourly	Semi-Monthly	6/1/2012	24960	\$12.00	12.36	6/1/2013
3031	LOUISVILLE, ALICIA K	YOUTH SERVICES	Salary	Monthly	6/11/2012	46500	\$3,875.00	3991.25	6/1/2013

MADISON COUNTY
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name Joel Evans
 Job title Deputy Sheriff Employee # 1963
 Effective Date 6-16-2013

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: dispatcher To Position: deputy sheriff
 Rate of Pay \$ 16.07 An hour Rate of Pay \$ 17.56 An hour

Termination

- Death
- Dismissed
- Resigned
- Retired
- Documentation Attached

* employee promoted to fill position at Justice Court Authorized by B.O.S. on 5-6-13*

Approval of Elected Official or Department Head

Printed Name Jeremy Williams Signature [Signature] Date 5-31-13

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	<u>JFM</u>	<u>5/31/13</u>
Copy to HR	<u>JFM</u>	<u>5/31/13</u>
Copy to Comptroller	<u>JFM</u>	<u>5/31/13</u>
Copy for BOS Agenda	<u>JFM</u>	<u>5/31/13</u>

**MADISON COUNTY
PERSONNEL ACTION**

Department Road Department Employee Name Kenderis Brooks
 Job title Tractor Driver Employee SS # _____
 Effective Date June 3, 2013

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? Wesley Hollins
 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 Lawrence Morris Signature Lawrence L. Morris Date 5/30/2013

Forward to Administration for Paperwork Processing

Administrative paperwork

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