

MADISON COUNTY  
PERSONNEL ACTION

Department Building & Grounds Employee Name Pat Diamond  
Job title Maintenance Employee SS # \_\_\_\_\_  
Effective Date Sept 23, 2019

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Maintenance new position  if so, whom? Archie Bledman  
Rate of Pay \$ 15<sup>00</sup>

- 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 Danny Lee Signature [Signature] Date Sept. 12, 2019

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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