

**MADISON COUNTY
PERSONNEL ACTION**

Department BOS Employee Name Connie Horn
 Job title Receptionist Employee SS # XXX-XX-1294
 Effective Date 12/2/2019

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ 15.00

- 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 Shelton Vance, County Administrator Signature *Shelton Vance* Date 11/22/2019

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 Sheriff's Dept. Employee Name Butler
Job title deputy sheriff Employee # 3356
Effective Date 12-8-2019

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: m/sgt. To Position: lt.
Rate of Pay \$ 22.90 an hour Rate of Pay \$ 24.90 an hour

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Jeremy Williams Signature [Signature] Date 12-2-19

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 Madison County Detention Center Employee Name Lee Osborne
Job title Detention Officer Employee SS # 0009
Effective Date Dec. 09, 2019

Hire
Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer new position or replacement if so, whom? Dylan Hustead
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 Jeff Hustead Signature [Signature] Date Dec. 09, 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 Madison County Detention Center Employee Name MARIAH Whitehead
Job title Detention Officer Employee SS # .6720
Effective Date Dec. 09, 2019

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer new position or replacement if so, whom? MARQUETTA WILLIAMS
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 JEFF HUSTED Signature [Signature] Date Dec. 09, 2019

Forward to Administration for Paperwork Processing

Administrative paperwork

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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: Kathy Squires
Job title: Deputy Collector Employee SS #: _____
Effective Date: 1-1-2020

Hire

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

Rate of Pay \$ 1359.00

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: 12-4-19

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Sheriff's Dept. Employee Name Graves
Job title deputy sheriff Employee SS# 2258
Effective Date 12-22-2019

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. To Position: m/Sgt.
Rate of Pay \$ 20.00 An hour Rate of Pay \$ 22.90 An hour

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Jeremy Williams Signature [Signature] Date 12-13-19

Forward to Administration for Paperwork Processing

Administrative paperwork

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

**MADISON COUNTY
PERSONNEL ACTION**

Department Planning & Zoning Employee Name LaTashee Banks
 Job title Permit Clerk Employee SS # #791
 Effective Date 12/23/2019

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: _____ new position or replacement if so, whom? _____
 Rate of Pay \$ 19.24

- 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 Scott Weeks, P & Z Director Signature  Date 12/11/2019

Forward to Administration for Paperwork Processing

Administrative paperwork

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