

**MADISON COUNTY
PERSONNEL ACTION**

Department Planning & Zoning Department Employee Name Vickie Millier
 Job title Administrative Assistant Employee SS # #3457
 Effective Date 04/01/2021

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: Permit Clerk To Position: Administrative Assistant
 Rate of Pay \$ _____ Rate of Pay \$ 22.12

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Scott Weeks Signature  Date 04/13/2021

Forward to Administration for Paperwork Processing

Administrative paperwork

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