

P.O. Box 113
Canton, MS 39046-0113

Kay Pace

Tax Collector
Madison County

Canton: 601-859-5226
Flora: 601-879-9537
Ridgeland: 601-856-4472
Toll Free: 800-428-0584

Canton Fax: 601-859-0322
Ridgeland Fax: 601-898-0731

Office: Tax Collector Employee Name: Felita Dyess
Job title: Deputy Clerk Employee SS #: _____
Effective Date: 11-29-2021

Hire

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

Rate of Pay \$ 16.50

- 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: Kay Pace Signature: [Signature] Date: 11-17-2021

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 Chadwick Rutledge
Job title Detention Officer Employee SS # 3919
Effective Date Nov. 29, 2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? Dantrez Stamps
Rate of Pay \$ 17.50
 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 11.23.21

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 Jeremy Ingram
Job title Detention Officer Employee SS # 3227
Effective Date Nov. 29, 2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? DERRICK WARR
Rate of Pay \$ 17.50

- 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 11.23.21

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Madison County Detention Center Employee Name Tamon Latiker
Job title Detention Officer Employee SS # 4571
Effective Date NOV. 29, 2021

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer new position or replacement if so, whom? Barbara Hurread
Rate of Pay \$ 17.50

- 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 Mayor Jeff Husted Signature [Signature] Date 11.23.21

Forward to Administration for Paperwork Processing

Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department Madison County
Detention Center
Job title Detention Officer
Effective Date Dec. 05, 2021

Employee Name Sheila Porter
Employee SS # 5567

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? Constance Hayes
Rate of Pay \$ 17.50

- 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 Mayor Jeff Hosted Signature [Signature] Date 11.23.21

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	_____	_____