

## Greg Higginbotham

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**From:** Greg Higginbotham  
**Sent:** Wednesday, March 15, 2023 4:09 PM  
**To:** Greg Higginbotham  
**Subject:** FW: Statutory Pay Increase for Ashley Allen, ADA

-----Original Message-----

**From:** Redonna Burns <[rburns@rankincounty.org](mailto:rburns@rankincounty.org)>  
**Sent:** Wednesday, March 15, 2023 1:08 PM  
**To:** Greg Higginbotham <[greg.higginbotham@madison-co.com](mailto:greg.higginbotham@madison-co.com)>  
**Subject:** RE: Statutory Pay Increase for Ashley Allen, ADA

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Greg, you are correct--this is a STATUTORY increase due to 15 years of practicing law and not an increase for which we had the forethought to request it from the BOS in our FY 2023 budget requests (our fault, of course). At any rate, on her increase, just bill us for it bi-monthly if that's not a problem.

Thank you.

Redonna



## OFFICE OF THE DISTRICT ATTORNEY

JOHN K. BRAMLETT, JR.

DISTRICT ATTORNEY

TWENTIETH JUDICIAL DISTRICT  
RANKIN, MADISON COUNTIES

March 7, 2023

Via Electronic Mail @ [Greg.Higginbotham@Madison-Co.com](mailto:Greg.Higginbotham@Madison-Co.com)

Madison County Board of Supervisors  
**Greg Higginbotham, County Administrator**

RE:   Employee:        **ASHLEY ALLEN**  
      Last 4 SSN:       **4837**  
      MS Bar #:         **102798**  
      Position:        **Assistant District Attorney**  
      District:         **20<sup>th</sup> Circuit Court District (Madison & Rankin Counties)**

Dear Greg:

Per statutory guidelines set out in Miss. Code Ann. §25-3-35(6) (1972, as amended) and House Bill 1423, Ms. Allen will soon be eligible for a pay increase as she will have been licensed to practice law for at least 15 years or more since she was admitted to the Mississippi Bar on May 03, 2008. Ms. Allen's salary is currently \$114,240/annually (plus an annual supplement in the amount of \$6,000), however, effective May 03, 2023, she should statutorily earn the sum of \$120,960/annually, *plus her \$6,000.00 supplement*. The necessary Personnel Recommendation is attached hereto.

**Please make Ms. Allen's annual pay increase effective May 03, 2023. Our office will reimburse Madison County for Ms. Allen's statutory salary increase should the Board decline to pay for same (the BOS is currently funding both her annual salary and supplement.)**

Thank you for your continued assistance. With best regards, I am

Sincerely,

John K. Bramlett, Jr., *District Attorney*

Attachment (Madison County Personnel Recommendation)  
c w/Att: Loretta Phillips, *Human Resources Director*  
          Myrtis Hawkins, *Assistant Comptroller*

**MADISON COUNTY PERSONNEL ACTION**

Department DISTRICT ATTY'S OFFICE Employee Name ASHLEY ALLEN  
 Job Title ASSISTANT DISTRICT ATTORNEY Employee SS # xxx-xx- 4837  
 Effective Date MAY 03, 2023

**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)

**PAY INCREASE**

From Position: ASSISTANT DISTRICT ATTY To Position: ASSISTANT DISTRICT ATTY

**INCREASE: PER MISS. CODE ANN.§25-3-35(6) (1972, as amended) and HOUSE BILL 1423, ANNUAL SALARY INCREASES TO \$120,960 [FROM \$114,240]. ADA ALLEN WILL CONTINUE TO RECEIVE A \$6,000/ANNUAL SUPPLEMENT, WHICH COLLECTIVELY MAKES HER SALARY \$126,960/ANNUALLY. (SALARY AND SUPPLEMENT ARE CURRENTLY FUNDED 100% BY BOS, PER BUDGET FOR FY 2023.)**

**TERMINATION**

- DEATH
- DISMISSED
- RESIGNED
- RETIRED
- DOCUMENTATION ATTACHED

**APPROVAL OF ELECTED OFFICIAL OR DEPARTMENT HEAD**

JOHN K. BRAMLETT, JR.  
 (PRINTED NAME)



(SIGNATURE)

DATE: 3.7.23

**FORWARD TO ADMINISTRATION FOR PAPERWORK PROCESSING**

ADMINISTRATIVE PAPERWORK		
	initials	date
Copy to Payroll		
Copy to HR		
Copy to Comptroller		
Copy for BOS Agenda		