	1	PERSONNEL A	ACTION	1 1 1	1 1
Department	Administr	ation Er	nployee Name	Latiker,	Clara
Job title	Asst. Two	Ntory Clerk Er	mployee SS #	ID# 287	7/
Effective Date	12/1/2013	/			
Hire					
Full-time	Part-time	Temporary	Hourly	Salaried 🔑	
Position:		o	new position replacement	it so, whom?	
Rate of Pay	\$	1,125.00	-		
	Background chec	ecked (if applicable ked (if applicable) ecked (if applicable			
Promotion			T. D. Hinn		
From Position:			To Position:		
Rate of Pay	\$	-	Rate of Pay	\$	
Termination					
	Death Dismissed Resigned Retired	Documentation A	ttached		
Approval of El	ected Official or Depa	rtment Head	AH		
Printed Nam	Pohuston	Signature	Mills -	Date/ 1/1/13	
	Administration for	Paperwork Pro	cessing		
Administrative	e paperwork	Initials	Date		
Copy to Payroll				_	
Copy to HR				_	
Copy to Compti	roller				
Copy for BOS A	genda			_	

ARTHUR JOHNSTON MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO:

Madison County Board of Supervisors

FROM:

Arthur Johnston, Ch. C.

DATE:

November 11, 2013

RE:

Appointment of Clara Latiker as Assistant Inventory Clerk

Gentlemen:

We budgeted for Ms. Clara Latiker to become a part-time county employee (Assistant Inventory Clerk) as well as a Deputy Chancery Clerk beginning in January 2013. However, it would greatly aid in the transition between myself and Ms. Parker if this appointment could be made effective December 1, 2013. The attached form reflects this change and will allow one-half of Ms. Latiker's salary to be paid from the county general fund.

Thank you.

PERSONNEL ACTION								
Department	Administration	Employee Name	Parker, Cyrthia					
Job title	Asst. Purchase Clerk	Employee SS #	ID# 29					
Effective Date	Curent- for clarifica	HON						
Hire	and continuing	_						
Full-time	Part-time Temporary	Hourly	Salaried					
Position:	Asst. Murchase Cleri	new position or replacement	it so, whom?					
Rate of Pay	\$ 2, 237.7	28 per mon	th					
	Job references checked (if applicable) Background checked (if applicable) Driving Record checked (if applicable)							
Promotion		T- DW						
From Position:		To Position:						
Rate of Pay	\$	Rate of Pay	\$					
Termination	Death							
	Dismissed							
	Resigned Retired							
	Documentation	n Attached						
Printed Name White Johnston Date 1/1/11/13								
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Administrative	e paperwork Initials	Date						
Copy to Payroll			_					
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Copy to Compt	roller		_					
Copy for BOS A	Agenda		_					

ARTHUR JOHNSTON MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Arthur Johnston, Ch. C.

DATE: November 11, 2013

RE: Clarification of Cynthia Parker as Assistant Purchase Clerk

Gentlemen:

At least since 2004, Cynthia Parker has served as both Board Secretary and Assistant Purchase Clerk. As a result, the county has paid a portion of her salary, and I have paid a portion (since she has also been a Deputy Chancery Clerk).

Based on your actions of last month in accepting my resignation, I thought the Board should clarify that Ms. Parker will continue to keep her positions as Board Secretary and Assistant Purchase Clerk, but will be compensated for her services as Assistant Purchase Clerk only as set forth on the attached form in the current manner and in the current amount. This represents no budgetary change. It is simple clarification.

Thank you.

MADISON COUNTY PERSONNEL ACTION tor Employee Name Job title Employee \$\$ # **Effective Date** Hire Full-time Part-time Temporary Hourly Salaried Position: new position or replacement it so, whom? IRIS Brookins = Rate of Pay 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 Signature Date Forward to Administration for Paperwork Processing Administrative paperwork Initials Date Copy to Payroll Copy to HR

Copy to Comptroller

Copy for BOS Agenda

Department (Madison (bunt	1 Detaution Con	ter Employee Name	Carl Adkins
Job title	Detention	Officer	Employee \$\$ #	500
Effective Date	11-12-	-13		
Full-time Position:	Part-time	Temporary	Hourly new position or replacement	Salaried it so, whom?
Rate of Pay		\$11,96		Dernick Johnson
	Background	es checked (if app checked (if applica rd checked (if app	able)	
Promotion				
From Position:			To Position:	
Rate of Pay	\$	This is the state of the state	Rate of Pay	\$
Termination	Death Dismissed Resigned Retired	Documentation	on Attached	
Approval of Ele	cted Official or De	epartment Head		
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Department ()	ladison Count	u Detention Cent	er Employee Name	Dani orque Webst	lon
Job title	Detenti	on Center	Employee \$ #	200	CIL
Effective Date	11 - 1	2-13			
Hire			-	New York	
Full-time	Part-time	Temporary	Hourly	Salaried	
Position:			new position		
			or replacement	it so, whom?	Ja
Rate of Pay		\$11.96		Calvin Simmon	15
	✓ Job referen	ices checked (if app	licable)		
	Background	d checked (if applica	able)		
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Promotion					
From Position:			To Position:		
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nate of ray	4		Rate of Pay	\$	minoscopia
Termination					
	Death				
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	Retired	Documentation	on Attached		
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		Department Head			
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Department Job title Effective Date	Tax Collect Deputy Col 11-1-2013	llector	Employee Name Employee SS #	Laura Sullivan 4964			
Hire Full-time Position: Rate of Pay	Part-time \$	Temporary	Hourly new position or replacement	Salaried it so, whom?			
Promotion From Position: Rate of Pay	Background che	checked (if applicate checked) if applicate checked (if applicate collector	ole)	Deputy Collector \$ 25,500.00/ye			
Termination	Death Dismissed Resigned Retired						
Printed Name Signature Porward to Administration for Paperwork Processing							
Administrative Copy to Payrol Copy to HR		Initials	Date				
Copy to Comp				_			

Department	Tax Collector	Employee Name	Rimberly Kennedy				
Job title	Tax Collector Deputy Collector	Employee SS #	2830				
Effective Date	11-1-2013	_					
Hire Full-time Position: Rate of Pay	Part-time Temporary	new position or replacement	it so, whom?				
	Job references checked (if a Background checked (if appl Driving Record checked (if a Change of Rate Deputy Collector	icable)	Deputy Collector				
Rate of Pay	\$ 25,853. 2/41	Rate of Pay	Deputy Collector \$ 27,276.16/4				
Termination	Death Dismissed Resigned Retired Document	tation Attached					
Printed Name Signature Porward to Administration for Paperwork Processing Approval of Elected Official or Department Head Date 11-14-13							
Administrative	<i>paperwork</i> Initials	Date					
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Department	Tax Collector	- E	Employee Name	LaJuana Johnson			
Job title	Tax Collector Deputy Colle	ector E	Employee SS #	2672			
Effective Date	11-1-2013						
Hire							
Full-time	Part-time	Temporary	Hourly	Salaried			
Position:			new position or replacement	it so, whom?			
Rate of Pay	\$						
	Job references che Background check Driving Record che	ed (if applicable)					
Promotion	Change of Rat	ف		- / - · · · /			
From Position:	Change of Rat Deputy C \$ 25,080. "/y	ollector	To Position:	Deputy Collector \$ 26,397.36/yr			
Rate of Pay	\$ 25,080. "/4	ı	Rate of Pay	\$ 26,397.36/yr			
Termination	Death Dismissed						
	Resigned Retired	Documentation A	Attached				
Printed Name Signature Date 1-14-13 Forward to Administration for Paperwork Processing							
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Administrative	рарегwогк	Initials	Date				
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Department	Tax Collector		Employee Name	Debra Nason
Job title	Tax Collector Deputy Colle	ector	Employee SS #	2257
Effective Date	11-1-2013			
<i>Hire</i> Full-time	Part-time	Temporary	Hourly	Salaried
Position:			new position or replacement	it so, whom?
Rate of Pay	\$			
	Job references che Background chec Driving Record ch	ked (if applicable	e)	
Promotion From Position:	Change of Rai Deputy (\$ 25,027.56	to Collector	To Position:	Deputy Collector \$ 26,344.92/yr
Rate of Pay	\$ 25,021.30	<u>/</u> 4c	nuce of ray	
Termination				
	Death Dismissed Resigned Retired	Documentatio	n Attached	
Printed Na		Signature	Processing	Date
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Administrati	ve paperwork	Initials	Date	
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Copy for BOS	S Agenda			

Department	Tax Collector	Employee Name	Jo Ann Tootle
Job title	Tax Collector Deputy Collector	Employee SS #	5032
Effective Date	11-1-2013	-	
Hire			
Full-time	Part-time Temporary	Hourly	Salaried
Position:		new position or replacement	it so, whom?
Rate of Pay	\$	David Color (Market Market	
	Job references checked (if ap Background checked (if applic Driving Record checked (if ap	cable)	
Promotion	Change of Rate Deputy Collector	To Docition.	Denily Callecter
	Deputy Collector	To Position:	Deputy Collector \$ 26,397.36/yr
Rate of Pay	\$ 25,080. 1/yr	Rate of Pay	\$ 26,377.36/40
Termination			
	Death Dismissed Resigned Retired Documenta	ation Attached	
	ected Official or Department Hea	<u>d</u>	Dute
Printed Name	Signature	ahe)	Date
111	dministration for Paperwor	k Processing	
Administration			
Administrative	Initials	Date	
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Copy for BOS Ag	genda		_

Department Job title	Tax Collecto Deputy Coll	ector	Employee Name Employee SS #	Brenda Winn 5327	
Effective Date	11-1-2013				
Hire Full-time Position:	Part-time	Temporary	Hourly new position or replacement	Salaried it so, whom?	
Rate of Pay	Job references of Background checkground c	cked (if applicab hecked (if appli	ole)		
Promotion From Position:	Change of Ro Deputy \$ 26,008.04	Collector	To Position:	Deputy Collector \$ 27,248.40 / yr	•
Rate of Pay	\$ 26,008.04	14r	Rate of Pay	\$ 21,278 10 17	
<u>Termination</u>	Death Dismissed Resigned Retired	Documentati	on Attached		
Printed Nan		Signature	ace)	Date 11-14-13	
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