

MADISON COUNTY
PERSONNEL ACTION

Department

Madison County Detention Center

Employee Name

Dustin Smith

Job title

Detention Officer

Employee #

4672

Effective Date

November 18, 2013

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: _____

To Position: _____

Rate of Pay

\$ 11.96

Rate of Pay

\$ 12.31

Termination

- Death
 Dismissed
 Resigned
 Retired

Documentation Attached

Approval of Elected Official or Department Head

Printed Name

Major Chuck McNeal

Signature

[Signature]

Date

11-18-13

Forward to Administration for Paperwork Processing

Administrative paperwork

Copy to Payroll

Initials

Date

Copy to HR

Copy to Comptroller

Copy for BOS Agenda

Initials	Date
_____	_____
_____	_____
_____	_____
_____	_____

**MADISON COUNTY
PERSONNEL ACTION**

Department Tax Collector Employee Name Wanda W Lancaster
 Job title Deputy Collector Employee SS # 4645
 Effective Date 11-19-2013

Hire

Full-time Part-time Temporary Hourly Salaried
 Position: Clerical new position or replacement if so, whom? Johannie Malone
 Rate of Pay \$ 16⁰⁰

- 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 By Debra Plonzo Signature Kay Pace By Debra Plonzo Date _____

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 Justice Court Employee Name Renata Carr Smee
Job title Deputy Clerk Employee SS # _____
Effective Date 1-1-14

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 - one year employment anniversary ★
From Position: DC To Position: ~~DC~~ DC
Rate of Pay \$28,000⁰⁰ Rate of Pay \$29,400⁰⁰

Termination

- Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head

Printed Name SMcarty Signature SMcarty Date 11-19-13

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 Justice Court Employee Name Stephanie Burton
Job title Deputy Clerk Employee SS # _____
Effective Date 1-1-14

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 - one year employment anniversary *
From Position: DC To Position: DC
Rate of Pay \$ 27,000⁰⁰ Rate of Pay \$ 29,400⁰⁰

Termination
 Death
 Dismissed
 Resigned
 Retired
 Documentation Attached

Approval of Elected Official or Department Head
Printed Name McCarthy Signature McCarthy Date 11-19-13

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 Tax Collector Employee Name Wanda W Lancaster
Job title Deputy Collector Employee SS # 4645
Effective Date 11-19-2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Clerical new position or replacement if so, whom? Johanne Malone
Rate of Pay \$ 16⁰⁰

- 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 _____
Kay Pace By Debra Pharo Kay Pace By Debra Pharo

Forward to Administration for Paperwork Processing

Administrative paperwork

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Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____