

MADISON COUNTY
PERSONNEL ACTION

Department MC Juvenile Drug Court Employee Name KATIE TRUNDT
Job title COORDINATOR Employee SS # _____
Effective Date 12/1/2013

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: Coordinator To Position: Coordinator
Rate of Pay \$ 25,000 Rate of Pay \$ 35,000

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name STEVE KATCUTT Signature [Signature] Date 12/5/13

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	<u>utm</u>	<u>12/8/13</u>
Copy to Comptroller	_____	_____
Copy for BOS Agenda	<u>utm</u>	<u>12/8/13</u>

Attn: Madison County Board of Supervisors

Re: Katie Trundt, Madison County Juvenile Drug Court Coordinator Pay Increase

Please be made aware that this pay increase reflects a change in our annual budget. Last June, the MDJDC received a large decrease in our operating budget from the State Administrative Office of Courts. Due to this decrease, Mrs. Trundt's salary was reduced from \$40,000 per year to \$25,000 per year. As you know that MDJDC received funds in the form of a JAG grant, said funds are allowing the MDJDC to hire a new counselor and allow for Mrs. Trundt's salary to be increased to \$35,000. This increase does not quite get her back to her starting salary but is all the MCJDC can afford at this moment. Please approve this pay increase for Mrs. Trundt.

Very Truly Yours,

/s/ Judge Steve Ratcliff

MADISON COUNTY
PERSONNEL ACTION

Department TAX Collector Employee Name Brooke Burchfield
Job title Deputy TAX Collector Employee SS # _____
Effective Date 12-4-2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement if so, whom? _____

Rate of Pay \$ 25,000.00

- 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 Debra Johnson Signature Debra Johnson Date 12-5-13

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll		
Copy to HR	<u>vtm</u>	<u>12/5/13</u>
Copy to Comptroller		
Copy for BOS Agenda	<u>vtm</u>	<u>12/6/13</u>

MADISON COUNTY
PERSONNEL ACTION

Department MC Juvenile Drug Court Employee Name Charles Humphries
Job title Case Manager Employee SS # _____
Effective Date 12/1/2013

Hire
Full-time Part-time Temporary Hourly Salaried
Position: Case Manager new position or replacement it so, whom? _____
Rate of Pay \$ 38,500

- 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 Stew Ratcliff Signature [Signature] Date 11/18/13

Forward to Administration for Paperwork Processing

<u>Administrative paperwork</u>	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	<u>vtm</u>	<u>12/5/13</u>
Copy to Comptroller	_____	_____
Copy for BOS Agenda	<u>vtm</u>	<u>12/6/13</u>

MADISON COUNTY
PERSONNEL ACTION

(Thompson)

Department: Madison County Detention Center Employee Name: Sylvia Mc Gaughy
Job title: Detention Officer Employee # _____
Effective Date: 12-16-2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer new position or replacement if so, whom? L. M. Forrest
Rate of Pay: \$ 11.96

- 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 Chuck McNeal Signature: [Signature] Date: 12-10-2013

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 George S. Welch
Job title Detention Officer Employee # _____
Effective Date 12-16-2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer new position or replacement if so, whom? Luke Podskarby
Rate of Pay \$11.96

- 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 Chuck McNeal Signature [Signature] Date 12-10-13

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 Madison County Detention Center Employee Name Jeremy Hamlin
Job title Detention Officer Employee #
Effective Date 12-16-2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer new position or replacement if so, whom? Jessica Miller
Rate of Pay \$ 11.96

- 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 Chuck McNeal Signature [Signature] Date 12-10-13

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 Jon Phillip B. Cote
Job title Detention Officer Employee # _____
Effective Date 12-16-2013

Hire

Full-time Part-time Temporary Hourly Salaried
Position: Detention Officer new position or replacement if so, whom? Paul Griffin, Jr
Rate of Pay \$ 11.96

- 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 Chuck McNeal Signature Chuck McNeal Date 12-10-2013

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Administrative paperwork

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

MADISON COUNTY
PERSONNEL ACTION

Department McJuvvenile Dng Court Employee Name Steve Dye
Job title Case Manager Employee SS # _____
Effective Date November 30, 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 \$ _____ Rate of Pay \$ _____

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Hon. Steve Ratcliff Signature [Signature] Date _____

Forward to Administration for Paperwork Processing

Administrative paperwork

	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	<u>vfm</u>	<u>12/11/13</u>
Copy to Comptroller	_____	_____
Copy for BOS Agenda	<u>vfm</u>	<u>12/11/13</u>