

MADISON COUNTY
PERSONNEL ACTION

Department TAX Collector Employee Name Katherine M. Squires
Job title Deputy Clerk Employee SS # _____
Effective Date 10-13-14

Hire

Full-time Part-time Temporary Hourly Salaried
Position: _____ new position or replacement If so, whom? Jo Ann Tothle
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 Kay Rice by Debra Johnson Signature Kay Rice by Debra Johnson Date 10-13-14

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 Road Department Employee Name Adolph Horn
Job title Laborer Employee SS # _____
Effective Date 10/20/2014

Hire

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

Rate of Pay \$ 11.00 per hour

- 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 Lawrence Morris Signature Lawrence L. Morris Date 10/15/2014

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 Veterans Service Employee Name Gina Walker
Job title Adm. Assistant/Asst. Reception Employee SS # _____
Effective Date 10/22/2014

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 \$ 33,000.00

Termination

- Death
 - Dismissed
 - Resigned
 - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Mark Houston, County Administrator Signature  Date 10/16/2014

Forward to Administration for Paperwork Processing

Administrative paperwork

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