

MADISON COUNTY  
PERSONNEL ACTION

Department Madison Co. Juvenile Drug Ct Employee Name Charles Humphrey  
Job title Case Manager Employee SS # \_\_\_\_\_  
Effective Date March 1, 2015

**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: Case Manager To Position: \_\_\_\_\_  
Rate of Pay \$37,500 Rate of Pay \$41,500

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Steve Ratcliff Signature [Signature] Date 2/20/15

**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

James Ransburg

Job title

D.C.

Employee SS #

\_\_\_\_\_

Effective Date

3-1-15

**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

\$ 2841<sup>09</sup>

Rate of Pay

\$ 2941<sup>09</sup>

**Termination**

Death

Dismissed

Resigned

Retired

Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name

Susan McGarty

Signature

[Signature]

Date

2-19-15

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

Initials

Date

Copy to Payroll

\_\_\_\_\_

\_\_\_\_\_

Copy to HR

\_\_\_\_\_

\_\_\_\_\_

Copy to Comptroller

\_\_\_\_\_

\_\_\_\_\_

Copy for BOS Agenda

\_\_\_\_\_

\_\_\_\_\_

100

MADISON COUNTY  
PERSONNEL ACTION

Department Justice Court Employee Name Sarah Stele  
Job title D.C. Employee SS # \_\_\_\_\_  
Effective Date 3-1-15

**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 \$ 2841<sup>09</sup> Rate of Pay \$ 2941<sup>09</sup>

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Susan McLarty Signature Susan McLarty Date 2-19-15

**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 Jeresa Taylor  
Job title Receptionist Employee SS # \_\_\_\_\_  
Effective Date 3-1-15

**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 \$ 1510<sup>06</sup> Rate of Pay \$ 1560<sup>06</sup>

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Susan McLarty Signature S McLarty Date 2-19-15

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  
Job title D.C. - Employee SS # \_\_\_\_\_  
Effective Date 3-1-15

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 \$ 2523<sup>00</sup> Rate of Pay \$ 2623<sup>00</sup>

Termination

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

Approval of Elected Official or Department Head

Printed Name Jusan McCarty Signature Jusan McCarty Date 2-19-15

**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 Lauren Canoy  
Job title Chief Clerk Employee SS # \_\_\_\_\_  
Effective Date 3-9-15

**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 \$ 3278<sup>18</sup> Rate of Pay \$ 3428<sup>2</sup>

**Termination**  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**  
Printed Name Susan McCarty Signature S McCarty Date 2-19-15

**Forward to Administration for Paperwork Processing**

<u>Administrative paperwork</u>	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY  
PERSONNEL ACTION

Department Justice Court Employee Name Brittany Horn  
Job title O.C. Employee SS # \_\_\_\_\_  
Effective Date 3-1-15

**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 \$ 2822<sup>89</sup> Rate of Pay \$ 2922<sup>89</sup>

**Termination**

- Death
  - Dismissed.
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Susan McCarty Signature S McCarty Date 2-19-15

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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

100

MADISON COUNTY  
PERSONNEL ACTION

Department Justice Court Employee Name Cheryl Horn  
Job title Chief Dep. Clerk Employee SS # \_\_\_\_\_  
Effective Date 3-1-15

**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 \$ 389563 Rate of Pay \$ 404563

**Termination**  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**  
Printed Name Susan McCarty Signature S McCarty Date 2-19-15

**Forward to Administration for Paperwork Processing**

<u>Administrative paperwork</u>	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY  
PERSONNEL ACTION

Department

Justice Court -

Employee Name

Evelyn Jackson -

Job title

Office Mgr / P.C.

Employee SS #

\_\_\_\_\_

Effective Date

3-1-15

**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

\$ 4508<sup>83</sup>

Rate of Pay

\$ 4608<sup>83</sup>

**Termination**

  
  
  

Death

Dismissed

Resigned

Retired

Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name

Susan McCarty

Signature

S McCarty

Date

2-19-15

**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 Mary Luckett  
Job title D.C. Employee SS # \_\_\_\_\_  
Effective Date 3-1-15

**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 \$ 3895<sup>63</sup> Rate of Pay \$ 4045<sup>63</sup>

**Termination**  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**  
Printed Name Susan McCarty Signature S. McCarty Date 2-19-15

**Forward to Administration for Paperwork Processing**

<u>Administrative paperwork</u>	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 D.C. Employee SS # \_\_\_\_\_  
Effective Date 3-1-15

**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 \$ 2523<sup>50</sup> Rate of Pay \$ 2623<sup>50</sup>

**Termination**  
 Death  
 Dismissed  
 Resigned  
 Retired  
 Documentation Attached

**Approval of Elected Official or Department Head**  
Printed Name Susan McCarty Signature Susan McCarty Date 2-19-15

**Forward to Administration for Paperwork Processing**

<u>Administrative paperwork</u>	Initials	Date
Copy to Payroll	_____	_____
Copy to HR	_____	_____
Copy to Comptroller	_____	_____
Copy for BOS Agenda	_____	_____

MADISON COUNTY  
PERSONNEL ACTION

Department Justice Court Employee Name Sheila Taylor  
Job title P.C. Employee SS # \_\_\_\_\_  
Effective Date 3-1-15

**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 \$3278<sup>18</sup> Rate of Pay \$3378<sup>18</sup>

**Termination**

- Death
  - Dismissed
  - Resigned
  - Retired
- Documentation Attached

**Approval of Elected Official or Department Head**

Printed Name Susan McCarty Signature [Signature] Date 2-19-15

**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 Solid Waste Employee Name Vernon Small  
Job title Driver Employee SS # \_\_\_\_\_  
Effective Date 13/13/2015

**Hire**

Full-time  Part-time  Temporary  Hourly  Salaried   
Position: Driver new position or replacement  if so, whom? \_\_\_\_\_  
Rate of Pay \$ 13.00

- 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 Katherine Banks Signature Katherine Banks Date 2/27/2015

**Forward to Administration for Paperwork Processing**

**Administrative paperwork**

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