

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: ROBERT MATTSON

EMPLOYEE CONTACT NUMBER: 605-722-9998

CHECK ONE: () New Hire () Step Raise (X) Classification Change

RESIDENT OF LAWRENCE COUNTY:

YES

NO

NEPOTISM WITHIN OFFICE:

YES

NO

EMPLOYEE MANUAL WAIVER NEEDED:

YES

NO

DEPARTMENT: GENERAL GOV BUILDINGS

POSITION: CUSTODIAN II

GRADE 1 2 X 3

BASE PAY \$17.56

EMPLOYEE CLASSIFICATION:

Full-Time (40)

Three-Quarter Time (30-39)

Half-Time (20-29)

Part-Time (under 20)

And

Permanent

Seasonal

Temporary

Reserve

Fill-In

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: 1/19/2020

TRAINING HOURS: YES NO How Many? _____ Rate: \$ _____

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE PRIOR TO COMMISSIONERS MEETING:


Department Head Signature

1/13/2020
Date