LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Megan V Schmit

EMPLOYEE CONTACT NUMBER: 605-490-0671

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

RESIDENT OF LAWRENCE COUNTY: YES NO Will be moving into County

NEPOTISM WITHIN OFFICE: YES NO

EMPLOYEE MANUAL WAIVER NEEDED: YES NO

DEPARTMENT: Treasurer

POSITION: Acct Clr

GRADE 1 2 3

BASE PAY $ $1576

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: 7-6-2020

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

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

[signature] 6-17-20

Department Head Signature Date