

LAWRENCE COUNTY  
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Desiree Phinney

EMPLOYEE CONTACT NUMBER: 605 591-9798

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

RESIDENT OF LAWRENCE COUNTY:                       YES      NO

NEPOTISM WITHIN OFFICE:                              YES       NO

EMPLOYEE MANUAL WAIVER NEEDED:                      YES       NO

DEPARTMENT:      GGB

POSITION:      Custodian I

GRADE                      1              2              3

BASE PAY                      \$ 14<sup>76</sup>

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: \_\_\_\_\_

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

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

  
Department Head Signature

8/2/2021  
Date