



LAWRENCE COUNTY
SOUTH DAKOTA

"Where Beauty and Adventure Meet"

August 4, 2021

MEMORANDUM

To: Board of Commissioners
From: Gregory Dias

Re: Personnel Request Form

Gentlemen,

During a recent review of expenditures, I have found I made a major oversight in Steve's wage rate. In my budget proposal, I submitted a change in grade for his position from IS&T Deputy Director G1 to G2, which was ultimately approved. However, I subsequently neglected to submit a formal request at the beginning of the year to implement the change. Obviously, despite the fact it was unintentional I feel terrible about this omission, and sincerely apologize for the error.

Please find the enclosed Personnel Request Form to affect the change, and respectfully request that the effective date be made retroactive to the beginning of the first pay period in 2021, 12/20/2020. I will be present during the personnel period at the opening of the next meeting to answer any questions you might have.

Again, my heartfelt apologies for the oversight Steve's step raise request. And, as always, thank you for your support.

Respectfully submitted,

Encl.



LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Steven Kline

EMPLOYEE CONTACT NUMBER: 605-722-6217

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: Information Systems & Technology

POSITION: Deputy Director

GRADE 1 2 3

BASE PAY \$ 28.84

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: 12/20/2020

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

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

Gregory Kulis
Department Head Signature

08/04/2021
Date