

LAWRENCE COUNTY  
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Caylor Benson

EMPLOYEE CONTACT NUMBER: 605-515-2053

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: Sheriff's Office

POSITION: Dispatch 1

GRADE  1  2  3

BASE PAY \$ 20.04

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

*Emergency hire  
Clause*

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: 09/13/2021

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

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

*Patel D. John*  
Department Head Signature

9-10-21  
Date