

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: SARAH BAILEY

EMPLOYEE CONTACT NUMBER: 605-381-7732

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: TREASURERS OFFICE

POSITION: ACCT CLK

GRADE 1 2 3

BASE PAY \$ 16.67

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: 9-27-2021

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

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

Deb Huddle
Department Head Signature

9-21-21
Date