

LAWRENCE COUNTY  
PERSONNEL REQUEST FORM

EMPLOYEE NAME: James Thompson

EMPLOYEE CONTACT NUMBER: 970 371-9013

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 II

GRADE 1 2  3

BASE PAY \$ 17<sup>56</sup> / HR

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: 10/24/2021

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

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

[Signature]  
Department Head Signature

10/18/2021  
Date

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 II

GRADE 1 2  3

BASE PAY \$ 17.56 / HR

EMPLOYEE CLASSIFICATION:

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