

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Melody Nelson

EMPLOYEE CONTACT NUMBER: 605-641-3209

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: Auditor

POSITION: First Deputy-Hire Date 4-1-1995

GRADE 1 2 3

BASE PAY \$ 26.84

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: 05/22/2022

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

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

Brenda McChadler
Department Head Signature

03/24/2022
Date

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Marlene Barrett

EMPLOYEE CONTACT NUMBER: 605-580-0321

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: Elections

POSITION: Temp Acct Clk

GRADE 1 2 3

BASE PAY \$ 19.38

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: 04/22/2022

I am requesting to waive the five (5) day posting and newspaper publication requirement.

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

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

Brenda McHarder

Department Head Signature

03/24/2022

Date