

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Jessica Lord

EMPLOYEE CONTACT NUMBER:

CHECK ONE: New Hire Step Raise Classification Change

RESIDENT OF LAWRENCE COUNTY: YES NO
If no, indicate City/County of residence:

NEPOTISM WITHIN OFFICE: YES NO

EMPLOYEE MANUAL WAIVER NEEDED: YES NO

DEPARTMENT: Planning & Zoning

POSITION: Admin Assist

GRADE 1 2 3

BASE PAY \$

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

*cell phone
per diem
\$45.00/month*

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: 01/15/2023

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

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

Amber Vogt
Department Head Signature

01/19/2023
Date