

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: *Desiree Phinney*

EMPLOYEE CONTACT NUMBER: *605 591-9798*

DATE OF HIRE: *10-28-2014*

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: *GGB*

POSITION: *Custodian 2 / maintenance worker 2*

GRADE 1 2 3

BASE PAY \$ *Requesting cell phone per diem of \$50⁰⁰/month
For on call*

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: *4/23/2023*

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

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

[Signature]

Department Head Signature

4/5/2023

Date

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: James Thompson

EMPLOYEE CONTACT NUMBER: ~~605~~ 970 371-9013

DATE OF HIRE: 3-15-2021

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: GGB

POSITION: Custodian 2 / maintenance Worker 2

GRADE 1 2 3

BASE PAY \$ Requesting Cell Phone Per diem of \$50⁰⁰ / Month
For on call

EMPLOYEE CLASSIFICATION:

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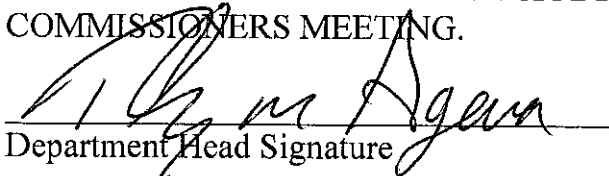
And

- Permanent
- Seasonal
- Temporary
- Reserve
- Fill-In

EMPLOYEE EFFECTIVE DATE OF HIRE / CHANGE: 4/23/2023

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

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


Department Head Signature

4/5/2023
Date