

LAWRENCE COUNTY
PERSONNEL REQUEST FORM

EMPLOYEE NAME: Kimberly R. Atkins

EMPLOYEE CONTACT NUMBER:

DATE OF HIRE: 10/30/2017

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: Auditor

POSITION: CE 3

GRADE 1 2 3

BASE PAY \$ 22.61

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: 10/08/2023

TRAINING HOURS: YES NO How Many? n/a Rate: \$ n/a

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

Brenda McHugh 09/27/2023
Department Head Signature Date