



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME ADAMS	FIRST NAME CYNTHIA	EMPLOYEE # A1161	EFFECTIVE DATE 2/01/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input checked="" type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire Provide Details of Separation Below	

COMMENTS (include work schedule if position is less than full-time): **MERIT INCREASE; 4.8%**

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	ADMINISTRATIVE ASSIST III	
OCCUPATION CODE	3376	
UNION CODE	30	
PAY GRADE	376	
STEP / POSITION	5	6
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	2/11/98	
ADJ HIRE DATE	2/11/98	
POSITION DATE	1/30/07	
LAST RAISE DATE	5/1/09	2/01/10
BASE WAGE	\$3300	\$3458
LONGEVITY	\$0	\$0
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$0	\$0
PAYMENT METHOD	<input checked="" type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	ASSESSOR	
BUDGET NUMBER	A. 1-1051001 A. 100% B. _____ B. _____ %	A. _____ A. _____ % B. _____ B. _____ %
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$0
STIPEND (Detail in Comments Section)	\$0	\$0
OTHER (Detail in Comments Section)	\$0	\$0

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>Maura Weyant</i> DATE 2-17-10	BUDGET/PAYROLL <i>Doty Pless</i> DATE 2/12/10
HUMAN RESOURCE <i>Jill Kalish</i> DATE 12 February 2010	COMMISSIONER #1 DATE
COMMISSIONER #2 DATE	COMMISSIONER #3 DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME CLAYTON	FIRST NAME ANTHONY	EMPLOYEE # C1768	EFFECTIVE DATE 2/01/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input checked="" type="checkbox"/> MERIT / STEP <input checked="" type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire Provide Details of Separation Below	

COMMENTS (include work schedule if position is less than full-time): Having met accreditation requirements and per Local 2658 union contract, Anthony is moving from Appraiser II to Appraiser III.

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	APPRAISER II	APPRAISER III
OCCUPATION CODE	2166	2103
UNION CODE	10	
PAY GRADE	266	203 <i>kw</i>
STEP / POSITION	4	2
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	8/29/05	
ADJ HIRE DATE	8/29/05	
POSITION DATE	1/31/06	1/31/10
LAST RAISE DATE	2/01/09	2/01/10
BASE WAGE	\$3642	\$3829
LONGEVITY	\$0	\$0
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$0	\$0
PAYMENT METHOD	<input checked="" type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	ASSESSOR	
BUDGET NUMBER	A. <u>1-1051001</u> B. _____	A. _____ B. _____
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$0
STIPEND (Detail in Comments Section)	\$0	\$0
OTHER (Detail in Comments Section)	\$0	\$0

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>Maura Weyand</i> 2/12/10	BUDGET/PAYROLL <i>Jody Pless</i> 2/12/10
HUMAN RESOURCE <i>Michelle</i> February 2010	COMMISSIONER #1
COMMISSIONER #2	COMMISSIONER #3

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date 2/12/10 Eval Rating (IE - ID - S - AA - S) Initial kw



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME STREDWICK	FIRST NAME SHAWN	EMPLOYEE # S1610	EFFECTIVE DATE 01/01/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input checked="" type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire	<input type="checkbox"/> Ineligible For Rehire
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time):

*Change to regular corrections
plus MVET funding. 900*

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	CORRECTIONS SERGEANT	
OCCUPATION CODE	5741	
UNION CODE	72	
PAY GRADE	541	
STEP / POSITION	1	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input checked="" type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	06/01/2004	
ADJ HIRE DATE	06/01/2004	
POSITION DATE	06/01/2009	
LAST RAISE DATE	06/01/2009	
BASE WAGE	\$3712	\$
LONGEVITY	\$	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$3712	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	SHERIFF	
BUDGET NUMBER	A. <u>001300751001</u> A. <u>100%</u> B. _____ B. _____%	A. <u>001300751001</u> <i>91.3%</i> B. <u>00130079951001</u> <i>8.7%</i>
WORKWEEK	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input checked="" type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$0	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>[Signature]</i> DATE 2/10/2010	BUDGET/PAYROLL <i>[Signature]</i> DATE 2/12/10
HUMAN RESOURCE DATE	COMMISSIONER #1 DATE
COMMISSIONER #2 DATE	COMMISSIONER #3 DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME MILLETT	FIRST NAME DAVE	EMPLOYEE # M0222	EFFECTIVE DATE 01/01/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input checked="" type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire	<input type="checkbox"/> Ineligible For Rehire
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time):

Change to regular corrections
line, no MWET funding. 9/10

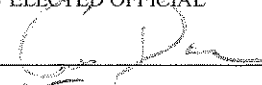
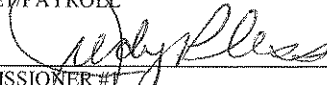
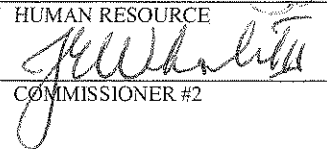
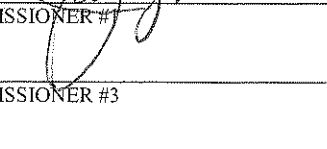
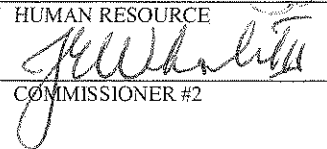
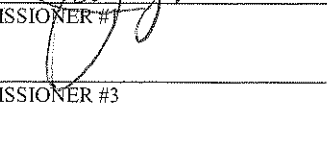
SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	CORRECTIONS SERGEANT	
OCCUPATION CODE	5741	
UNION CODE	72	
PAY GRADE	541	
STEP / POSITION	2	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	
HIRE DATE	06/01/1993	
ADJ HIRE DATE	06/01/1993	
POSITION DATE	01/01/2009	
LAST RAISE DATE	01/01/2010	
BASE WAGE	\$3812	\$
LONGEVITY	\$65	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	
FTE WAGE (Calculate if FTE < 100%)	\$3812	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	
DEPARTMENT	SHERIFF	
BUDGET NUMBER	A. 001300751001 A. 91.3% B. 00130079951001 B. 8.7%	
WORKWEEK	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input checked="" type="checkbox"/> 207(k) exception	
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$0	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL  DATE 2/10/2010	BUDGET/PAYROLL  DATE 2/12/10
HUMAN RESOURCE  DATE 12 February 2010	COMMISSIONER #1  DATE
COMMISSIONER #2  DATE	COMMISSIONER #3  DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Rivard	FIRST NAME James	EMPLOYEE # R1972	EFFECTIVE DATE 1/1/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1)	<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> DISCHARGE (D)	<input type="checkbox"/> PERFORMANCE (P)
<input type="checkbox"/> PART-TIME (2)	<input type="checkbox"/> RE-HIRE	<input type="checkbox"/> RESIGNATION (Q)	<input type="checkbox"/> ATTENDANCE (A)
<input type="checkbox"/> LIMITED PART-TIME (3)	<input checked="" type="checkbox"/> MERIT / STEP	<input type="checkbox"/> RETIRED (R)	<input type="checkbox"/> CONDUCT (C)
<input type="checkbox"/> TEMPORARY (4)	<input type="checkbox"/> POSITION CHANGE (Describe Below)	<input type="checkbox"/> LAID OFF (L)	<input type="checkbox"/> OTHER EMPLOYMENT (E)
<input type="checkbox"/> CASUAL (5)	<input type="checkbox"/> BUDGET CHANGE (Describe Below)	<input type="checkbox"/> FAIL PROBATION (P)	<input type="checkbox"/> PERSONAL (L)
<input type="checkbox"/> SEASONAL (6)	<input type="checkbox"/> LEAVE (List Type Below)	<input type="checkbox"/> OTHER (O)	<input type="checkbox"/> OTHER (O)
<input type="checkbox"/> PROJECT (7)	<input type="checkbox"/> TERMINATION (Provide Separation Info)	<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
<input type="checkbox"/> WORK STUDY (8)	<input type="checkbox"/> OTHER (Describe Below)	Provide Details of Separation Below	
<input type="checkbox"/> VOLUNTEER (9)			

COMMENTS (include work schedule if position is less than full-time): Annual merit increase of 4.8%


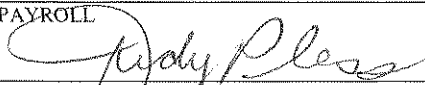

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	Environmental Health Superv	
OCCUPATION CODE	2394	
UNION CODE	30	
PAY GRADE	294	
STEP / POSITION	5	
FLSA STATUS	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	5/15/07	
ADJ HIRE DATE	5/15/07	
POSITION DATE	1/1/09	
LAST RAISE DATE	5/1/2008	
BASE WAGE	\$4122	\$4320
LONGEVITY	\$0	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$4122	\$4320
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	Public Health	
BUDGET NUMBER	A. <u>116 615015 1001</u> A. <u>100%</u> B. _____ B. _____ %	A. _____ A. _____ % B. _____ B. _____ %
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$0	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL 	DATE 2/11/10	BUDGET/PAYROLL 	DATE 2/11/10
HUMAN RESOURCE 	DATE 12 February 2010	COMMISSIONER #1	DATE
COMMISSIONER #2	DATE	COMMISSIONER #3	DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date 2/11/10 Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Hoidysz	FIRST NAME Renae	EMPLOYEE # H2189	EFFECTIVE DATE 11/13/09
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input checked="" type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input checked="" type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input checked="" type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): Renae was hired as the Temporary Public Health Clerk I for H1N1 activities.

This action for documentation of past sequence only. Jo

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	Volunteer	
OCCUPATION CODE	9900	
UNION CODE	90	
PAY GRADE	900	
STEP / POSITION	1	
FLSA STATUS	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Not Covered	
DRS STATUS	<input checked="" type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	
HIRE DATE	11/4/09	
ADJ HIRE DATE	11/4/09	
POSITION DATE	11/4/09	
LAST RAISE DATE		
BASE WAGE	\$0	\$
LONGEVITY	\$0	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$0	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	
DEPARTMENT	Public Health	
BUDGET NUMBER	A. <u>116612</u> A. <u>100%</u> A. _____ A. _____ % B. _____ B. _____ % B. _____ B. _____ %	
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$0	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>Catherine Bombardier</i>	DATE <i>2/11/10</i>	BUDGET/PAYROLL <i>Judy Plass</i>	DATE <i>2/12/10</i>
HUMAN RESOURCE <i>Jill Wale</i>	DATE <i>12 February 2010</i>	COMMISSIONER #1	DATE
COMMISSIONER #2	DATE	COMMISSIONER #3	DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Hoidysz	FIRST NAME Renae	EMPLOYEE # H2189	EFFECTIVE DATE 2/1/2010
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input checked="" type="checkbox"/> VOLUNTEER (9)	<input checked="" type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): **Renae will be volunteering for the Health Promotion programs**

SECTION 3: POSITION DATA

Enter existing data from payroll system		Enter new data to be input into payroll system
JOB TITLE		Volunteer
OCCUPATION CODE		9900
UNION CODE		90
PAY GRADE		900
STEP / POSITION		1
FLSA STATUS	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input checked="" type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE		11/4/09
ADJ HIRE DATE		2/1/2010
POSITION DATE		2/1/2010
LAST RAISE DATE		
BASE WAGE	\$	\$0
LONGEVITY	\$	\$0
FTE	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$	\$0
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT		Public Health
BUDGET NUMBER	A. _____ A. _____ % B. _____ B. _____ %	A. 116 612 A. 100% B. _____ B. _____ %
WORKWEEK	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$	\$0
STIPEND (Detail in Comments Section)	\$	\$0
OTHER (Detail in Comments Section)	\$	\$0

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>Catherine Bambrick</i>	DATE 2/11/10	BUDGET/PAYROLL <i>Jody Pless</i>	DATE 2/1/10
HUMAN RESOURCE <i>Jeff Hale</i>	DATE 12 February 2010	COMMISSIONER #1	DATE
COMMISSIONER #2	DATE	COMMISSIONER #3	DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Tackitt	FIRST NAME Leslie	EMPLOYEE # T1915	EFFECTIVE DATE 2/1/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1)	<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> DISCHARGE (D)	<input type="checkbox"/> PERFORMANCE (P)
<input type="checkbox"/> PART-TIME (2)	<input type="checkbox"/> RE-HIRE	<input type="checkbox"/> RESIGNATION (Q)	<input type="checkbox"/> ATTENDANCE (A)
<input type="checkbox"/> LIMITED PART-TIME (3)	<input checked="" type="checkbox"/> MERIT / STEP	<input type="checkbox"/> RETIRED (R)	<input type="checkbox"/> CONDUCT (C)
<input type="checkbox"/> TEMPORARY (4)	<input type="checkbox"/> POSITION CHANGE (Describe Below)	<input type="checkbox"/> LAID OFF (L)	<input type="checkbox"/> OTHER EMPLOYMENT (E)
<input type="checkbox"/> CASUAL (5)	<input type="checkbox"/> BUDGET CHANGE (Describe Below)	<input type="checkbox"/> FAIL PROBATION (P)	<input type="checkbox"/> PERSONAL (L)
<input type="checkbox"/> SEASONAL (6)	<input type="checkbox"/> LEAVE (List Type Below)	<input type="checkbox"/> OTHER (O)	<input type="checkbox"/> OTHER (O)
<input type="checkbox"/> PROJECT (7)	<input type="checkbox"/> TERMINATION (Provide Separation Info)	<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
<input type="checkbox"/> WORK STUDY (8)	<input type="checkbox"/> OTHER (Describe Below)	Provide Details of Separation Below	
<input type="checkbox"/> VOLUNTEER (9)			

COMMENTS (include work schedule if position is less than full-time): Annual step increase for union employee.

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	Misdemeanant Case Manager	
OCCUPATION CODE	2708	
UNION CODE	75	
PAY GRADE	208	
STEP / POSITION	2	3
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	4/2/2007	
ADJ HIRE DATE	4/2/2007	
POSITION DATE	2/4/2008	
LAST RAISE DATE	2/1/2009 <i>xw</i>	2/1/10 <i>xw</i>
BASE WAGE	\$2892	\$2949
LONGEVITY	\$0	\$0
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	Misdemeanant Department	
BUDGET NUMBER	A. <u>12751001100</u> A. <u>100%</u> B. _____ B. _____ %	A. _____ A. _____ % B. _____ B. _____ %
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$0
STIPEND (Detail in Comments Section)	\$0	\$0
OTHER (Detail in Comments Section)	\$0	\$0

SECTION 4: SIGNATURES (MUST BE SIGNED IN-BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>William D. Holmes</i> 2/11/2010	BUDGET/PAYROLL <i>Andy Plass</i> 2/1/10
HUMAN RESOURCE <i>Julie Hatten</i> 12 February 2010	COMMISSIONER #1
COMMISSIONER #2	COMMISSIONER #3

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date 1/26/10 Eval Rating (IE - ID - S - AA - S) Initial xw



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Navarre	FIRST NAME Linda	EMPLOYEE # N0250	EFFECTIVE DATE 1/13/10 1/1/10 <i>KL</i>
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1)	<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> DISCHARGE (D)	<input type="checkbox"/> PERFORMANCE (P)
<input type="checkbox"/> PART-TIME (2)	<input type="checkbox"/> RE-HIRE	<input type="checkbox"/> RESIGNATION (Q)	<input type="checkbox"/> ATTENDANCE (A)
<input type="checkbox"/> LIMITED PART-TIME (3)	<input checked="" type="checkbox"/> MERIT / STEP	<input type="checkbox"/> RETIRED (R)	<input type="checkbox"/> CONDUCT (C)
<input type="checkbox"/> TEMPORARY (4)	<input type="checkbox"/> POSITION CHANGE (Describe Below)	<input type="checkbox"/> LAID OFF (L)	<input type="checkbox"/> OTHER EMPLOYMENT (E)
<input type="checkbox"/> CASUAL (5)	<input type="checkbox"/> BUDGET CHANGE (Describe Below)	<input type="checkbox"/> FAIL PROBATION (P)	<input type="checkbox"/> PERSONAL (L)
<input type="checkbox"/> SEASONAL (6)	<input type="checkbox"/> LEAVE (List Type Below)	<input type="checkbox"/> OTHER (O)	<input type="checkbox"/> OTHER (O)
<input type="checkbox"/> PROJECT (7)	<input type="checkbox"/> TERMINATION (Provide Separation Info)	<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
<input type="checkbox"/> WORK STUDY (8)	<input type="checkbox"/> OTHER (Describe Below)	Provide Details of Separation Below	
<input type="checkbox"/> VOLUNTEER (9)			

COMMENTS (include work schedule if position is less than full-time): 4.8% annual merit increase.

SECTION 3: POSITION DATA

Enter existing data from payroll system		Enter new data to be input into payroll system
JOB TITLE	CHS Supervisor	
OCCUPATION CODE	2336 2393 <i>KL</i>	
UNION CODE	30	
PAY GRADE	236 293 <i>KL</i>	
STEP / POSITION	85 <i>KL</i>	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	3/13/07	
ADJ HIRE DATE	3/13/07	
POSITION DATE	3/13/07 1/13/09 <i>KL</i>	
LAST RAISE DATE	3/1/08 <i>KL</i>	1/1/10 <i>KL</i>
BASE WAGE	\$4423	\$4635
LONGEVITY	\$0	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$4423	\$4635
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	PUBLIC HEALTH DEPARTMT	
BUDGET NUMBER	A. 116 612151001 A. 100% B. _____ B. _____%	A. _____ A. _____% B. _____ B. _____%
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$0	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>Catherine Bambrick</i> 2/10/10	BUDGET/PAYROLL <i>Andy Pless</i> 2/10/10
HUMAN RESOURCE <i>Julie White</i> 12 February 2010	COMMISSIONER #1 <i>Andy Pless</i>
COMMISSIONER #2 <i>Julie White</i>	COMMISSIONER #3

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date 2/9/10 Eval Rating (IE - ID - S - AA - S) Initial KL



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Alumbaugh	FIRST NAME Margie	EMPLOYEE # V1490	EFFECTIVE DATE 1-1-10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input checked="" type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): This reflects a Satisfactory annual evaluation. 3.8% increase subsequent promo to Rule 9 Intern also in this cycle, eff 02/19/10 *kw*

SECTION 3: POSITION DATA

Enter existing data from payroll system		Enter new data to be input into payroll system
JOB TITLE	Legal Secretary II	Legal Secretary II
OCCUPATION CODE	3405	3405
UNION CODE	40	40
PAY GRADE	305	305
STEP / POSITION	5	5
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	8-12-02	8-12-02
ADJ HIRE DATE	8-12-02	8-12-02
POSITION DATE	1-1-04	1-1-04
LAST RAISE DATE	1-1-09	1-1-10
BASE WAGE	\$2950.	\$3062.
LONGEVITY	\$0	\$0
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$2950.	\$3062.
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	Prosecutor	Prosecutor
BUDGET NUMBER	A. <u>001290151001</u> A. <u>100%</u> B. _____ B. _____ %	A. <u>001290151001</u> A. <u>100%</u> B. _____ B. _____ %
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$0
STIPEND (Detail in Comments Section)	\$0	\$0
OTHER (Detail in Comments Section)	\$0	\$0

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>[Signature]</i> DATE <u>2-10-2010</u>	BUDGET/PAYROLL <i>[Signature]</i> DATE <u>2/12/10</u>
HUMAN RESOURCE <i>[Signature]</i> DATE <u>12 February 2010</u>	COMMISSIONER #1 <i>[Signature]</i> DATE _____
COMMISSIONER #2 <i>[Signature]</i> DATE _____	COMMISSIONER #3 <i>[Signature]</i> DATE _____

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date 2/9/10 Eval Rating (IE - ID - 9 - AA - S) Initial kw



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME MEYER	FIRST NAME MALIA	EMPLOYEE # M2180	EFFECTIVE DATE 02/12/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1)	<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> DISCHARGE (D)	<input type="checkbox"/> PERFORMANCE (P)
<input type="checkbox"/> PART-TIME (2)	<input type="checkbox"/> RE-HIRE	<input checked="" type="checkbox"/> RESIGNATION (Q)	<input type="checkbox"/> ATTENDANCE (A)
<input type="checkbox"/> LIMITED PART-TIME (3)	<input type="checkbox"/> MERIT / STEP	<input type="checkbox"/> RETIRED (R)	<input type="checkbox"/> CONDUCT (C)
<input type="checkbox"/> TEMPORARY (4)	<input type="checkbox"/> POSITION CHANGE (Describe Below)	<input type="checkbox"/> LAID OFF (L)	<input checked="" type="checkbox"/> OTHER EMPLOYMENT (E)
<input type="checkbox"/> CASUAL (5)	<input type="checkbox"/> BUDGET CHANGE (Describe Below)	<input type="checkbox"/> FAIL PROBATION (P)	<input type="checkbox"/> PERSONAL (L)
<input type="checkbox"/> SEASONAL (6)	<input type="checkbox"/> LEAVE (List Type Below)	<input type="checkbox"/> OTHER (O)	<input type="checkbox"/> OTHER (O)
<input type="checkbox"/> PROJECT (7)	<input checked="" type="checkbox"/> TERMINATION (Provide Separation Info)	<input checked="" type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
<input type="checkbox"/> WORK STUDY (8)	<input checked="" type="checkbox"/> OTHER (Describe Below)	Provide Details of Separation Below	
<input type="checkbox"/> VOLUNTEER (9)			

COMMENTS (include work schedule if position is less than full-time): Malia accepted a position with Con-Agra in Quincy.

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	TAX COLLECTION DEPUTY	
OCCUPATION CODE	3262	
UNION CODE	20	
PAY GRADE	362	
STEP / POSITION	1	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	09/28/2009	
ADJ HIRE DATE	09/28/2009	
POSITION DATE	09/28/2009	
LAST RAISE DATE		
BASE WAGE	\$2161.00 <i>2226 xw</i>	\$
LONGEVITY	\$	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	TREASURER'S OFFICE	
BUDGET NUMBER	A. <i>001-51001 xw</i> 100% B. <i>001-03151001</i>	
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$	\$
STIPEND (Detail in Comments Section)	\$	\$
OTHER (Detail in Comments Section)	\$	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD/ELECTED OFFICIAL <i>Diana Panathieri</i> 1/29/10	BUDGET/PAYROLL <i>Judy Pless</i> 2/12/10
HUMAN RESOURCE <i>J. H. H. H.</i> 12 February 2010	COMMISSIONER #1
COMMISSIONER #2	COMMISSIONER #3

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME McPHERSON	FIRST NAME SHARRIE	EMPLOYEE # M1453	EFFECTIVE DATE 02/08/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input checked="" type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): Employee is scheduled to return to regular duty from FMLA status.


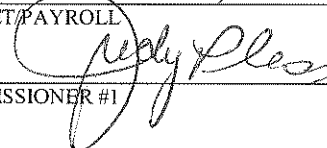

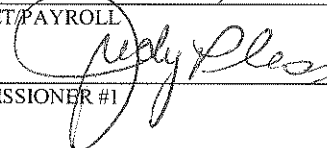
SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	LAW ENFORCEMENT CLERK	
OCCUPATION CODE	5761	
UNION CODE	72	
PAY GRADE	561	
STEP / POSITION	5	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	03/01/2002	
ADJ HIRE DATE	03/01/2002	
POSITION DATE	02/02/2006	
LAST RAISE DATE	02/01/2008	
BASE WAGE	\$3054	\$
LONGEVITY	\$0	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$3054	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	SHERIFF	
BUDGET NUMBER	A. <u>00130070251001</u> A. <u>100%</u> B. _____ B. _____%	A. _____% B. _____%
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$0	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL 	DATE <u>2-03/2010</u>	BUDGET/PAYROLL 	DATE <u>2/12/10</u>
HUMAN RESOURCE 	DATE <u>12 February 2010</u>	COMMISSIONER #1 	DATE
COMMISSIONER #2	DATE	COMMISSIONER #3	DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME BEEDLE	FIRST NAME JILL	EMPLOYEE # M1737	EFFECTIVE DATE 03/29/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input checked="" type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): Employee is to return to regular work from FMLA status.


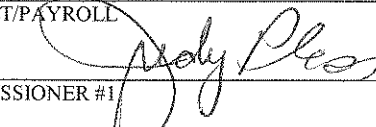

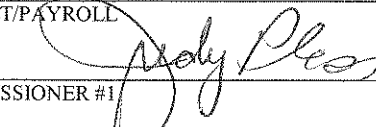

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	LAW ENFORCEMENT CLERK	
OCCUPATION CODE	5761	
UNION CODE	72	
PAY GRADE	561	
STEP / POSITION	5	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	06/20/05	
ADJ HIRE DATE	06/20/05	
POSITION DATE	09/13/05	
LAST RAISE DATE	09/01/09	
BASE WAGE	\$3054	\$
LONGEVITY	\$0	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$3054	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	SHERIFF	
BUDGET NUMBER	A. <u>30010251001</u> A. <u>100%</u> B. _____ B. _____%	A. _____% B. _____%
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$0	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL 	DATE 2/11/2010	BUDGET/PAYROLL 	DATE 2/11/2010
HUMAN RESOURCE 	DATE 12 February 2010	COMMISSIONER #1 	DATE
COMMISSIONER #2 	DATE	COMMISSIONER #3	DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date _____ Eval Rating (IE – ID – S – AA – S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME GOEMAN	FIRST NAME JASON	EMPLOYEE # G1707	EFFECTIVE DATE 01/01/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input checked="" type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): Move out of General Fund into Three-Tenths position.

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	PATROL OFFICER	
OCCUPATION CODE	5711	
UNION CODE	70	
PAY GRADE	511	
STEP / POSITION	3	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input checked="" type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	03/14/05	
ADJ HIRE DATE	03/14/05	
POSITION DATE	08/13/07	
LAST RAISE DATE	01/01/10 811109 <i>KLW</i>	
BASE WAGE	\$3977	\$
LONGEVITY	\$0	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$3977	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	SHERIFF	
BUDGET NUMBER	A. 001300251001 A. 100% B. _____ B. _____ %	A. 120300251001 A. 100% <i>KLW</i> B. _____ B. _____ %
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$0	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>[Signature]</i> DATE <i>2-8-2010</i>	BUDGET/PAYROLL <i>[Signature]</i> DATE <i>2/12/10</i>
HUMAN RESOURCE <i>[Signature]</i> DATE <i>12 February 2010</i>	COMMISSIONER #1 <i>[Signature]</i> DATE
COMMISSIONER #2 <i>[Signature]</i> DATE	COMMISSIONER #3 <i>[Signature]</i> DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME FOSTER	FIRST NAME NATHAN	EMPLOYEE # F1259	EFFECTIVE DATE 01/01/10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input checked="" type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire	<input type="checkbox"/> Ineligible For Rehire
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): Move out of Law and Justice Tax and into General Fund.


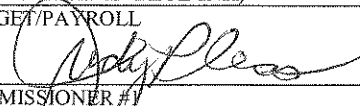
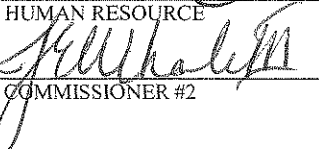

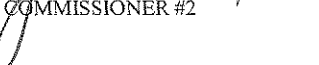
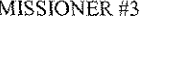
SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	PATROL OFFICER	
OCCUPATION CODE	5711	
UNION CODE	70	
PAY GRADE	511	
STEP / POSITION	5	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	
DRS STATUS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input checked="" type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	
HIRE DATE	09/01/2005	
ADJ HIRE DATE	09/01/2005	
POSITION DATE	09/01/2005	
LAST RAISE DATE	09/01/2009	
BASE WAGE	\$4433	\$
LONGEVITY	\$0	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	
FTE WAGE (Calculate if FTE < 100%)	\$4433	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	
DEPARTMENT	SHERIFF	
BUDGET NUMBER	A. 00130029951001 A. 100% A. 001300251001 A. 100% B. _____ B. _____ % B. _____ % B. _____ %	
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	
ALLOWANCE (Detail in Comments Section)	\$0	\$
STIPEND (Detail in Comments Section)	\$90	\$
OTHER (Detail in Comments Section)	\$0	\$

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL  DATE 2-08-2010	BUDGET/PAYROLL  DATE 2/1/10
HUMAN RESOURCE  DATE 12 February 2010	COMMISSIONER #1  DATE
COMMISSIONER #2  DATE	COMMISSIONER #3  DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Alumbaugh	FIRST NAME Margie	EMPLOYEE # V1490	EFFECTIVE DATE 2-19-10
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input checked="" type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): Margie is a certified Rule 9 Law Clerk, and is moving into the entry level Deputy Prosecutor I position for Upper District Court. This reflects a 2% promotional increase, which is in line with the 80% wage of a Deputy Prosecutor I.

SECTION 3: POSITION DATA

Enter existing data from payroll system

Enter new data to be input into payroll system

JOB TITLE	Legal Secretary II	Rule 9 Intern-Deputy Pros I
OCCUPATION CODE	3405	2314
UNION CODE	40	30
PAY GRADE	305	214
STEP / POSITION	5	95 <i>kw</i>
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS
HIRE DATE	8-12-02	8-12-02
ADJ HIRE DATE	8-12-02	8-12-02
POSITION DATE	8-12-02 1/1/2004 <i>kw</i>	2-19-10
LAST RAISE DATE	1-1-10	2-19-10 1/1/10 <i>kw</i>
BASE WAGE	\$3062.	\$3123.
LONGEVITY	\$0	\$0
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE (Calculate if FTE < 100%)	\$3062.	\$3123.
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY
DEPARTMENT	Prosecutor	Prosecutor
BUDGET NUMBER	A. <u>001290151001</u> A. <u>100%</u> B. _____ B. _____ %	A. <u>001290151001</u> A. <u>100%</u> B. _____ B. _____ %
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception
ALLOWANCE (Detail in Comments Section)	\$0	\$0 <i>5.00</i>
STIPEND (Detail in Comments Section)	\$0	\$0
OTHER (Detail in Comments Section)	\$0	\$0

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>[Signature]</i>	DATE 2-10-2010	BUDGET/PAYROLL <i>[Signature]</i>	DATE 2/10/10
HUMAN RESOURCE <i>[Signature]</i>	DATE 12 February 2010	COMMISSIONER #1 <i>[Signature]</i>	DATE
COMMISSIONER #2 <i>[Signature]</i>	DATE	COMMISSIONER #3	DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Howard	FIRST NAME Kathie	EMPLOYEE # H1971	EFFECTIVE DATE 2-1-10
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SECTION 2: TYPE OF ACTION


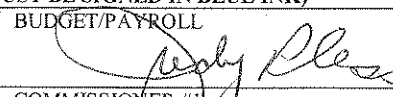

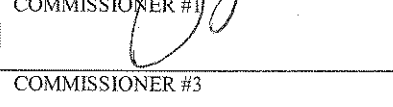


EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input checked="" type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS (include work schedule if position is less than full-time): **Kathie is moving to the Juvenile Secretarial position. We are also reclassifying her to a Legal Secretary II.**

SECTION 3: POSITION DATA

Enter existing data from payroll system		Enter new data to be input into payroll system	
JOB TITLE	Legal Secretary I	Legal Secretary II	
OCCUPATION CODE	3429	3405	
UNION CODE	40	40	
PAY GRADE	329	305	
STEP / POSITION	6	88 *w	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS	
HIRE DATE	5-7-07	5-7-07	
ADJ HIRE DATE	5-7-07	5-7-07	
POSITION DATE	5-7-07	2-1-10	
LAST RAISE DATE	5-1-09	5-1-09 05/11/09	
BASE WAGE	\$2829.	\$2829.	
LONGEVITY	\$0	\$0	
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	
FTE WAGE (Calculate if FTE < 100%)	\$2829.	\$2829.	
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> DAILY	
DEPARTMENT	Prosecutor	Prosecutor	
BUDGET NUMBER	A. 001290151001 A. 100% B. _____ B. _____ %	A. 001290151001 A. 100% B. _____ B. _____ %	
WORKWEEK	<input type="checkbox"/> Standard <input checked="" type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	<input type="checkbox"/> Standard <input checked="" type="checkbox"/> Alternate <input type="checkbox"/> 207(k) exception	
ALLOWANCE (Detail in Comments Section)	\$0	\$0	
STIPEND (Detail in Comments Section)	\$0	\$0	
OTHER (Detail in Comments Section)	\$0	\$0	

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD/ELECTED OFFICIAL  DATE 1-14-10	BUDGET/PAYROLL  DATE 1/22/10
HUMAN RESOURCE  DATE 22 Jan 2010	COMMISSIONER #1  DATE
COMMISSIONER #2  DATE	COMMISSIONER #3  DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 08/27/07 FOR HR USE: PAF Log _____ NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____

0029 – Prosecuting Attorney's Office Organizational Chart

