Those present: Max Golladay, Perry Huston, Bruce Coe, Shannon Carlson, Julie Kjorsvik.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Update Commissioner’s Schedule</td>
<td>Updated</td>
<td>Shannon</td>
</tr>
<tr>
<td>Personnel Action Forms (PAF’s) – request for approval &amp; signature</td>
<td>Approved and Signed</td>
<td>Julie</td>
</tr>
<tr>
<td>Vouchers-Request for Signature</td>
<td>Approved and Signed</td>
<td>Julie</td>
</tr>
<tr>
<td>Travel Authorization-Approve and Sign</td>
<td>Approved and Signed</td>
<td>Julie</td>
</tr>
<tr>
<td>Judge Coloring Contest</td>
<td>Judged</td>
<td>BOCC</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>Reviewed</td>
<td>Shannon</td>
</tr>
</tbody>
</table>
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
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<tbody>
<tr>
<td>DANA</td>
<td>GENE</td>
<td>D1223</td>
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<td></td>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</td>
<td>1346</td>
<td>31</td>
<td>$5,827</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

| SHERIFF |

**BUDGET NUMBER**

| A.       | 1300151001 |

| PERCENTAGE | 100 |

<table>
<thead>
<tr>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>$</td>
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</table>

**FOR HR USE**

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
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<tbody>
<tr>
<td>01/01/99</td>
<td>146</td>
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<td>1</td>
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**SECTION 3: TYPE OF ACTION**

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<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
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<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>PART-TIME (2)</td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>LIMIT PART-TIME (3)</td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>TEMPORARY (4)</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td>LEAVE (List Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| OTHER (9) |

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

$25 CELLULAR COMMUNICATION ALLOWANCE.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
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</thead>
<tbody>
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<table>
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<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Pers 1</td>
<td>Pers 2</td>
<td>Pers 3</td>
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</table>

<table>
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<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
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<tbody>
<tr>
<td>A.</td>
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<table>
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<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
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<tr>
<td>04/15/04</td>
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<td></td>
<td></td>
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</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DEPARTMENT HEAD / ELECTED OFFICIAL**

<table>
<thead>
<tr>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
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**HUMAN RESOURCES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**COMMISSIONER #2**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
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</thead>
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<tr>
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RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04
FOR HR USE: Eval Date ____ Eval Rating (1E - 1D - S - AA - S) Initial ____
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: DOCTOR
FIRST NAME: ROBERT
EMPLOYEE #: H0100
HIRE DATE: 04/04/88

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: PATROL SERGEANT
OCCUP. CODE: 5710
UNION: 
BASE WAGE: $3,950

DEPARTMENT NAME: SHERIFF
BUDGET NUMBER:
A. 1300251001
PERCENTAGE: A. 91.3

B. 130029951001
B. 8.64

FOR HR USE:
POSITION DATE: 04/15/04
GRADE: 510
STEP (for "step" employees): 1

PLACEMENT (for "range" employees):

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE: □ FULL-TIME (1)
□ PART-TIME (2)
□ LIMITED PART-TIME (3)
□ TEMPORARY (4)
□ CASUAL (5)
□ SEASONAL (6)
□ PROJECT (7)
□ WORK STUDY (8)
□ VOLUNTEER (9)

EMPLOYEE ACTION:
□ NEW HIRE
□ RE-HIRE
□ MERIT / STEP
□ POSITION CHANGE (Describe Below)
□ BUDGET CHANGE (Describe Below)
□ LEAVE (List Type Below)
□ TERMINATION (Provide Separation Info)
□ OTHER (Describe Below)

TYPE OF SEPARATION:
□ DISCHARGE (D)
□ RESIGNATION (Q)
□ RETIRED (R)
□ LAID OFF (L)
□ FAIL PROBATION (P)
□ OTHER (O)

REASON FOR SEPARATION:
□ PERFORMANCE (P)
□ ATTENDANCE (A)
□ CONDUCT (C)
□ OTHER EMPLOYMENT (E)
□ PERSONAL (L)
□ OTHER (O)

COMMENTS (include work schedule if position is less than full-time): Went from Provisional to permanent. A "bump-pack" is in effect for this position as if Sgt. Slyfield's current position is cut then the Sgt. Hoctor will revert back to Corporal.

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE: PATROL SERGEANT
OCCUP. CODE: 
UNION: 
BASE WAGE: $

DEPARTMENT NAME:
BUDGET NUMBER:
A. 
PERCENTAGE: A. 

B. 
B.

EFFECTIVE DATE: 04/15/04
POSITION DATE:
GRADE:
STEP (for "step" employees):
PLACEMENT (for "range" employees):

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL:
DATE: 4/15/04

HUMAN RESOURCES:
DATE: 4/19/04

COMMISSIONER #1:
DATE: 4/19/04

COMMISSIONER #3:
DATE: 4/19/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04
FOR HR USE: Eval Date: N Eval Rating (1E-1D = S = AA = G) Initial: _
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

### SECTION 1: EMPLOYEE (COMPLETE IN FULL)

**LAST NAME**  
Morrison

**FIRST NAME**  
Charles

**EMPLOYEE #**  
12/15/03

**HIRE DATE**  
12/15/03

**ADJ. HIRE (if different)**

### SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

**JOB TITLE**  
Probation Intern

**OCCUP. CODE**  
9900

**UNION**  
90

**BASE WAGE**  
$0

**DEPARTMENT NAME**  
Juvenile

**BUDGET NUMBER**

A. N/A

B. 

**FOR HR USE**

**POSITION DATE**  
12/15/03

**GRADE**  
900

**STEP (for "step" employees)**

**LOCATION (for "range" employees)**

### SECTION 3: TYPE OF ACTION

**EMPLOYEE TYPE**

- NEW HIRE
- RE-HIRE
- MERIT / STEP
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- LEAVE (List Type Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

**TYPE OF SEPARATION**

- DISCHARGE (D)
- RESIGNATION (Q)
- RETIRED (R)
- LAID OFF (L)
- MILL PROBATION (P)
- OTHER (O)

**REASON FOR SEPARATION**

- PERFORMANCE (P)
- ATTENDANCE (A)
- CONDUCT (C)
- OTHER EMPLOYMENT (E)
- PERSONAL (L)
- OTHER (O)

**Eligible For Rehire**

**Ineligible For Rehire**

**Provide Details of Separation Below**

**COMMENTS** (include work schedule if position is less than full-time): Finished academic quarter with the Juvenile Dept. Will Be doing academic quarter with Misdemeanant Department for Spring.

### SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

**JOB TITLE**  
Misdemeanant

**OCCUP. CODE**

**UNION**

**BASE WAGE**  
$

**BUDGET NUMBER**

A. 

B. 

**PER 7-HOUR DAY 8-HOUR DAY**

### SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**DATE**

**BUDGET/PAYROLL**

**DATE**

**HUMAN RESOURCES**

**DATE**

**COMMISSIONER #1**

**DATE**

**COMMISSIONER #2**

**DATE**

**COMMISSIONER #3**

**DATE**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 03/01/04  FOR HR USE: Eval Date 5-14 Eval Rating (E - ID - S - AA - S) Initial ————
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME  FIRST NAME  EMPLOYEE #  HIRE DATE  ADJ. HIRE (if different)

MARX  NORBERT  M0090  03/09/87

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE  OCCUP. CODE  UNION  BASE WAGE

CORR LIEUTENANT  5350  30  $3,348

DEPARTMENT NAME
SHERIFF

BUDGET NUMBER
A. 1300751001

PERCENTAGE
A. 100

% OF FULL TIME  FTE WAGE (IF < 100%)

100  $

FOR HR USE

POSITION DATE  GRADE  STEP (for "step" employees)  PLACEMENT (for "range" employees)

11/24/03  550  5

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE

FULL-TIME (1)

PART-TIME (2)

LIMITED PART-TIME (3)

TEMPORARY (4)

CASUAL (5)

SEASONAL (6)

PROJECT (7)

WORK STUDY (8)

VOLUNTEER (9)

EMPLOYEE ACTION

NEW HIRE

RE-HIRE

MERIT / STEP

POSITION CHANGE (Describe Below)

BUDGET CHANGE (Describe Below)

LEAVE (List Type Below)

TERMINATION (Provide Separation Info)

OTHER (Describe Below)

TYPE OF SEPARATION

DISCHARGE (D)

RESIGNATION (Q)

RETIRED (R)

LAID OFF (L)

FAIL PROBATION (P)

OTHER (O)

REASON FOR SEPARATION

PERFORMANCE (P)

ATTENDANCE (A)

CONDUCT (C)

OTHER EMPLOYMENT (E)

PERSONAL (L)

OTHER (O)

PROVIDE DETAILS OF SEPARATION BELOW

COMMENTS (include work schedule if position is less than full-time): $25 CELLULAR COMMUNICATION ALLOWANCE.

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE

$  

DEPARTMENT NAME

BUDGET NUMBER

A.

PERCENTAGE

A.  

% OF FULL TIME  FTE WAGE (IF < 100%)

  $

FOR HR USE

POSITION DATE  GRADE  STEP (for "step" employees)  PLACEMENT (for "range" employees)

04/15/04  550  5

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL

DATE

BUDGET/PAYROLL

DATE

HUMAN RESOURCES

DATE

COMMISSIONER #1

DATE

COMMISSIONER #2

DATE

COMMISSIONER #3

DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04
FOR HR USE: Eval Date ______ Eval Rating (1E - 1D - S - AA - S) Initial ___
### Section 1: Employee (Complete in Full)

**Last Name**: Older  
**First Name**: Ramona  
**Employee #:** A1222  
**Hire Date**: 01-19-99  
**Adj. Hire (if different)**:  

**Job Title**: Legal Secretary I  
**Occup. Code**: 3405  
**Union**: 40  
**Base Wage**: $1,925  

**Department Name**: Prosecuting Attorney  

**Budget Number**: 00129019951001  
**Percentage**: 100%  

**For HR Use**:  
- Position Date: 04-21-03  
- Grade: 305  
- Step: 5  

**Section 3: Type of Action**

- Employee Type: Full-Time (1)  
- Employee Action: New Hire (D)  
- Type of Separation: Discharge (D)  
- Reason for Separation: Performance (P)  

**Comments**: (Include work schedule if position is less than full-time) Mona is due for a merit increase May 1, 2004 of 3%. She is also being promoted from a Legal Secretary I to a Legal Secretary III on May 1, 2004.

### Section 4: New Status (Enter Only Data to be Changed)

**Job Title**: Legal Secretary III  
**Occup. Code**: 3403  
**Union**: 40  
**Base Wage**: $2,023  

**Budget Number**: 001290151001  
**Percentage**:  

**For HR Use**:  
- Effective Date: 05-01-04  
- Position Date: 05-01-04  
- Grade: 305  
- Step: 5  

**Section 5: Signatures (Must be signed in blue ink)**

**Human Resources**:  
**Date**: 1-7-04  
**Budget/Payroll**:  
**Date**: 1-16-04  

**Commissioner #1**:  
**Date**: 4-19-04

**Commissioner #2**:  
**Date**: 4-19-04

**Commissioner #3**:  
**Date**: 4-19-04

**Return Form to Human Resources for Distribution**

(Updates: 03/01/04)

(For HR Use: Eval Date L/E 8/31; Eval Rating: ID S/AA ± S Initial W)
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBSER</td>
<td>ROBERT</td>
<td>G0164</td>
<td>11/01/91</td>
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<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
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</thead>
<tbody>
<tr>
<td>COMMANDER</td>
<td>1312</td>
<td>30</td>
<td>$4,122</td>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
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<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
<td>PERCENTAGE</td>
<td>% OF FULL TIME</td>
<td>FTE WAGE (IF &lt; 100%)</td>
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<tr>
<td>A. 1300151001</td>
<td>100</td>
<td>100</td>
<td>$</td>
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**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
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<tr>
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<tr>
<td></td>
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</tbody>
</table>

| ☐ FULL-TIME (1) | ☐ NEW HIRE | ☐ DISCHARGE (D) | ☐ Eligible For Rehire |
| ☐ PART-TIME (2) | ☐ RE-HIRE  | ☐ RESIGNATION (Q) | ☐ Ineligible For Rehire |
| ☐ LIMITED PART-TIME (3) | ☐ MERIT / STEP | ☐ RETIRED (R) | ☐                       |
| ☐ TEMPORARY (4) | ☐ POSITION CHANGE (Describe Below) | ☐ LAID OFF (L) | ☐                       |
| ☐ CASUAL (5) | ☐ BUDGET CHANGE (Describe Below) | ☐ FAIL PROBATION (P) | ☐                       |
| ☐ SEASONAL (6) | ☐ LEAVE (List Type Below) | ☐ OTHER (O) | ☐                       |
| ☐ PROJECT (7) | ☐ TERMINATION (Provide Separation Info) | ☐ OTHER EMPLOYMENT (E) | ☐                       |
| ☐ WORK STUDY (8) | ☐ OTHER (Describe Below) | ☐ PERSONAL (L) | ☐                       |
| ☐ VOLUNTEER (9) | ☐ OTHER (Describe Below) | ☐ OTHER (O) | ☐                       |

COMMENTS (include work schedule if position is less than full-time): $25 CELLULAR COMMUNICATION ALLOWANCE.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

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<th>JOB TITLE</th>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
<td>PERCENTAGE</td>
<td>% OF FULL TIME</td>
<td>FTE WAGE (IF &lt; 100%)</td>
</tr>
<tr>
<td>A.</td>
<td>100</td>
<td>100</td>
<td>$</td>
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<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
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<tr>
<th>DEPARTMENT HEAD/ELECTED OFFICIAL</th>
<th>DATE</th>
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<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
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<tbody>
<tr>
<td></td>
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<td>4-19-04</td>
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<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
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<tbody>
<tr>
<td></td>
<td>4-19-04</td>
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RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04

FOR HR USE: Eval Date ____ Eval Rating (IE - ID - S - AA - S) Initial ____
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME
MYERS

FIRST NAME
CLAYTON

EMPLOYEE #
M0080

HIRE DATE
07/22/85

ADJ. HIRE (if different)

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE
UNDERSHERIFF

OCCUP. CODE
1314

UNION
30

BASE WAGE
$4,222

DEPARTMENT NAME
SHERIFF

FOR HR USE

FOR HR USE

OTHER COMP. (describe in "comments")

LONGEVITY

SALARY

Allowance

2ND Position

BUDGET NUMBER
A. 1300151001

PERCENTAGE
A. 100

% OF FULL TIME
100

FTE WAGE (IF < 100%)

$0

B.

PER HOUR MONTH DAY

7-HOUR DAY 8-HOUR DAY

FOR HR USE

POSITION DATE
01/01/04

GRADE
114

STEP (for "step" employees)

PLACEMENT (for "range" employees)

5

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE

FULL-TIME (1)

PART-TIME (2)

LIMITED PART-TIME (3)

TEMPORARY (4)

CASUAL (5)

SEASONAL (6)

PROJECT (7)

WORK STUDY (8)

VOLUNTEER (9)

EMPLOYEE ACTION

NEW HIRE

RE-HIRE

MERIT / STEP

POSITION CHANGE (Describe Below)

BUDGET CHANGE (Describe Below)

LEAVE (List Type Below)

TERMINATION (Provide Separation Info)

OTHER (Describe Below)

TYPE OF SEPARATION

DISCHARGE (D)

RENTIATION (Q)

RETIRED (R)

LAID OFF (L)

FAIL PROBATION (F)

OTHER (O)

REASON FOR SEPARATION

PERFORMANCE (P)

ATTENDANCE (A)

CONDUCT (C)

OTHER EMPLOYMENT (E)

PERSONAL (L)

OTHER (O)

comments (include work schedule if position is less than full-time): $25 CELLULAR COMMUNICATION ALLOWANCE.

Provide Details of Separation Below

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE

DEPARTMENT NAME

FOR HR USE

FOR HR USE

OTHER COMP. (describe in "comments")

LONGEVITY

SALARY

Allowance

2ND Position

BUDGET NUMBER
A.

PERCENTAGE
A.

% OF FULL TIME

$0

B.

PER HOUR MONTH DAY

7-HOUR DAY 8-HOUR DAY

EFFECTIVE DATE
04/15/04

POSITION DATE

GRADE

STEP (for "step" employees)

PLACEMENT (for "range" employees)

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL

DATE

BUDGET/PAYROLL

DATE

HUMAN RESOURCES

DATE

COMMISSIONER #1

DATE

COMMISSIONER #2

DATE

COMMISSIONER #3

DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date ______ Eval Rating (E - ID - S - AA - S) Initial ______
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaffey</td>
<td>Courtney</td>
<td></td>
<td>3-30-04</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern</td>
<td>9900</td>
<td>90</td>
<td>$0-</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Prosecuting Attorney

**BUDGET NUMBER**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR HR USE**

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-30-31</td>
<td>9000</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

- Classes:
  - FULL-TIME (1)
  - PART-TIME (2)
  - LIMITED PART-TIME (3)
  - TEMPORARY (4)
  - CASUAL (5)
  - SEASONAL (6)
  - PROJECT (7)
  - WORK STUDY (8)
  - VOLUNTEER (9)

- Employee Action:
  - NEW HIRE
  - RE-HIRE
  - MERIT / STEP
  - POSITION CHANGE (Describe Below)
  - BUDGET CHANGE (Describe Below)
  - LEAVE (List Type Below)
  - TERMINATION (Provide Separation Info)
  - OTHER (Describe Below)

- Type of Separation:
  - DISCHARGE (D)
  - RESIGNATION (Q)
  - RETIRED (R)
  - LAID OFF (L)
  - FAIL PROBATION (P)
  - OTHER (O)

- Reason for Separation:
  - PERFORMANCE (P)
  - ATTENDANCE (A)
  - CONDUCT (C)
  - OTHER EMPLOYMENT (E)
  - PERSONAL (L)
  - OTHER (O)

**COMMENTS** (include work schedule if position is less than full-time): Courtney will be working 20 hours a week during Spring quarter - March 30, 2004 through June 11, 2004. She will be earning 5 CWU credits for her hours worked here.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR HR USE**

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-30-04</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>BUDGET / PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES**

**COMMISSIONER #1**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04

FOR HR USE: Eval Date _____ Eval Rating (IE – 1D – S – AA – S) Initial _____
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRED DATE</th>
<th>ADJ. HIRED (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maxey</td>
<td>Megan</td>
<td>M15691</td>
<td>04-09-04</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
<th>PER HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP.</th>
<th>DESCRIBE IN &quot;COMMENTS&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer</td>
<td>9900</td>
<td>90</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

| Assessor |

**BUDGET NUMBER**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
<th>PER HOUR</th>
<th>MONTH</th>
<th>DAY</th>
<th>7-HOUR DAY</th>
<th>8-HOUR DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR HR USE**

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (FOR &quot;STEP&quot; EMPLOYEES)</th>
<th>PLACEMENT (FOR &quot;RANGE&quot; EMPLOYEES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/9/04</td>
<td>900</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td></td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td></td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td></td>
<td>POSITION CHANGE (DETAILED BELOW)</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td></td>
<td>BUDGET CHANGE (DETAILED BELOW)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td></td>
<td>LEAVE (LIST BELOW)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td></td>
<td>TERMINATION (PROVIDE SEPARATION INFO)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (DETAILED BELOW)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS** (INCLUDE WORK SCHEDULE IF POSITION IS LESS THAN FULL-TIME): No set end date (not intern)

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
<th>PER HOUR</th>
<th>MONTH</th>
<th>DAY</th>
<th>7-HOUR DAY</th>
<th>8-HOUR DAY</th>
</tr>
</thead>
</table>

**DEPARTMENT NAME**

| PROJECT (7)    | WORK STUDY (8) | VOLUNTEER (9) |

**BUDGET NUMBER**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
<th>PER HOUR</th>
<th>MONTH</th>
<th>DAY</th>
<th>7-HOUR DAY</th>
<th>8-HOUR DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EFFECTIVE DATE**

| 4/9/04 |

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET / PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissioner #1</td>
<td></td>
</tr>
<tr>
<td>Commissioner #2</td>
<td></td>
</tr>
<tr>
<td>Commissioner #3</td>
<td></td>
</tr>
</tbody>
</table>

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 03/01/04

For HR Use: Eval Date __________ Eval Rating (IE - ID - S - AA - S) Initial ________
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME Ashcroft
FIRST NAME Ginger
EMPLOYEE # A1592
HIRE DATE 04-12-04
ADJ. HIRE (if different) 

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE Volunteer
OCCUP. CODE 99100
UNION 90
BASE WAGE $0

DEPARTMENT NAME Assessor
FOR HR USE

PERCENTAGE
A.%
B. 

OTHER COMP. (describe in "comments")

FOR HR USE

OTHER COMP. (describe in "comments")

PERCENTAGE
A.%
B. 

FOR HR USE

OF FULL TIME
FTE WAGE (IF < 100%)

PER HOUR MONTH DAY
7-HOUR DAY 8-HOUR DAY

BUDGET NUMBER
A.
B. 

STEP (for "step" employees)
PLACEMENT (for "range" employees)

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE
FULL-TIME (1)
PART-TIME (2)
LIMITED PART-TIME (3)
TEMPORARY (4)
CASUAL (5)
SEASONAL (6)
PROJECT (7)
WORK STUDY (8)
VOLUNTEER (9)

EMPLOYEE ACTION
NEW HIRE
RE-HIRE
MERIT / STEP
POSITION CHANGE (Describe Below)
BUDGET CHANGE (Describe Below)
LEAVE (List Type Below)
TERMINATION (Provide Separation Info)
OTHER (Describe Below)

TYPE OF SEPARATION
DISCHARGE (D)
RESIGNATION (Q)
RETIRED (R)
LAID OFF (L)
FAIL PROBATION (P)
OTHER (O)

REASON FOR SEPARATION
PERFORMANCE (P)
ATTENDANCE (A)
CONDUCT (C)
OTHER EMPLOYMENT (E)
PERSONAL (L)
OTHER (O)

Provide Details of Separation Below

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

No end date at this time (not intern)

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE 

DEPARTMENT NAME

FOR HR USE

PERCENTAGE
A.%
B. 

OTHER COMP. (describe in "comments")

FOR HR USE

OF FULL TIME
FTE WAGE (IF < 100%)

PER HOUR MONTH DAY
7-HOUR DAY 8-HOUR DAY

BUDGET NUMBER
A.
B. 

STEP (for "step" employees)
PLACEMENT (for "range" employees)

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL

DATE 4-12-04

BUDGET/PAYROLL

DATE

HUMAN RESOURCES

DATE 4-16-04

COMMISSIONER #1

DATE 4-19-04

COMMISSIONER #2

DATE 4-19-04

COMMISSIONER #3

DATE 4-19-04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04
FOR HR USE: Eval Date _____ Eval Rating (IE – ID – S – AA – S) Initial _____
**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trenicka</td>
<td>Carolyn</td>
<td>L0067</td>
<td>9-17-84</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Asst. III</td>
<td>3376</td>
<td>30</td>
<td>$3183</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Assessor

**BUDGET NUMBER**

A. 51001

**PERCENTAGE**

A. 100

**% OF FULL TIME**

100

**FTE WAGE (IF < 100%)**

$3183

**FOR HR USE**

PER HOUR ☐ MONTH ☑ DAY ☐ 7-HOUR DAY ☐ 8-HOUR DAY

**FOR HR USE**

☑ Non-Exempt ☐ Exempt ☐ Not Covered

**SEASONAL (6)** ☐ ☑ ☐ ☐ ☑ ☐ ☑

**WORK STUDY (8)** ☐ ☑ ☐ ☐ ☑ ☐ ☑

**VOLUNTEER (9)** ☐ ☑ ☐ ☐ ☑ ☐ ☑

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ FULL-TIME (1)</td>
<td>☑ NEW HIRE</td>
<td>☑ DISCHARGE (D)</td>
<td>☑ PERFORMANCE (P)</td>
</tr>
<tr>
<td>☑ PART-TIME (2)</td>
<td>☑ RE-HIRE</td>
<td>☑ RESIGNATION (Q)</td>
<td>☑ ATTENDANCE (A)</td>
</tr>
<tr>
<td>☑ LIMITED PART-TIME (3)</td>
<td>☑ MERIT / STEP</td>
<td>☑ RETIRED (R)</td>
<td>☑ CONDUCT (C)</td>
</tr>
<tr>
<td>☑ TEMPORARY (4)</td>
<td>☑ POSITION CHANGE (Describe Below)</td>
<td>☑ LAID OFF (L)</td>
<td>☑ OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>☑ CASUAL (5)</td>
<td>☑ BUDGET CHANGE (Describe Below)</td>
<td>☑ FAIL PROBATION (P)</td>
<td>☑ PERSONAL (L)</td>
</tr>
<tr>
<td>☑ SEASONAL (6)</td>
<td>☑ LEAVE (List Type Below)</td>
<td>☑ OTHER (O)</td>
<td>☑ OTHER (O)</td>
</tr>
<tr>
<td>☑ PROJECT (7)</td>
<td>☑ TERMINATION (Provide Separation Info)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ WORK STUDY (8)</td>
<td>☑ OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS (include work schedule if position is less than full-time):**
Partial increase - to top of range. Would have requested a 4% increase for more average performance.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$3203</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**

A. 51001

**PERCENTAGE**

A. 100

**% OF FULL TIME**

100

**FTE WAGE (IF < 100%)**

$3203

**FOR HR USE**

PER ☐ HOUR ☑ MONTH ☐ DAY ☐ 7-HOUR DAY ☐ 8-HOUR DAY

**FOR HR USE**

☐ Non-Exempt ☑ Exempt ☑ Not Covered

**SEASONAL (6)** ☑ ☑ ☑ ☑ ☑ ☑ ☑

**WORK STUDY (8)** ☑ ☑ ☑ ☑ ☑ ☑ ☑

**VOLUNTEER (9)** ☑ ☑ ☑ ☑ ☑ ☑ ☑

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DEPARTMENT HEAD / Elected Official**

Date: 3-16-04

**BUDGET/PAYROLL DATE**

Date: 4-19-04

**HUMAN RESOURCES**

Date: 4-19-04

**COMMISSIONER #1**

Date: 4-19-04

**COMMISSIONER #2**

Date: 4-19-04

**COMMISSIONER #3**

Date: 4-19-04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04

FOR HR USE: Eval Date: [ ] Eval Rating (IE - ID - S) [AA - S] Initial [ ]
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JIKOLAUS</td>
<td>LORI</td>
<td>N1509</td>
<td>04/01/03</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEPTIONIST - DPW</td>
<td>3241</td>
<td>20</td>
<td>$1,668</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

PUBLIC WORKS

**BUDGET NUMBER**

A. 106-54300

**PERCENTAGE**

A. 100

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS** (include work schedule if position is less than full-time): A SATISFACTORY ANNUAL PERFORMANCE EVALUATION HAS BEEN COMPLETED. ANNUAL MERIT/STEP INCREASE IS RECOMMENDED PER UNION WAGE SCALE.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$1,707</td>
</tr>
</tbody>
</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

**Updated: 03/01/04**
FOR HR USE: Eval Date **4-19-01**
Eval Rating (IE - ID) **S - AA - S** Initials **03/01/04**
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellis</td>
<td>Darrel R.</td>
<td>E0195</td>
<td>01-01-97</td>
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</tr>
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</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>WAGE (LONGEVITY, IF APPLICABLE)</th>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Co District Court Judge</td>
<td>1343</td>
<td>31</td>
<td>$4355.06 ($ )</td>
<td>A. -13251001</td>
<td>A. 100</td>
<td>45%</td>
<td>$9,677.92</td>
</tr>
<tr>
<td>Upper District Court</td>
<td></td>
<td></td>
<td></td>
<td>B.</td>
<td>B.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOR HR USE</th>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER ☐ HOUR ☑ MONTH ☐ DAY ☐ 7-HOUR DAY ☐ 8-HOUR DAY</td>
<td>11/19/97</td>
<td>143</td>
<td>1</td>
<td></td>
</tr>
</tbody>
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**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ FULL-TIME (1)</td>
<td>☐ NEW HIREE</td>
<td>☐ DISCHARGE (D)</td>
<td>☐ PERFORMANCE (P)</td>
</tr>
<tr>
<td>☐ PART-TIME (2)</td>
<td>☐ RE-HIREE</td>
<td>☐ RESIGNATION (Q)</td>
<td>☐ ATTENDANCE (A)</td>
</tr>
<tr>
<td>☐ LIMITED PART-TIME (3)</td>
<td>☐ MERIT / STEP</td>
<td>☐ RETIRED (R)</td>
<td>☐ CONDUCT (C)</td>
</tr>
<tr>
<td>☐ TEMPORARY (4)</td>
<td>☐ POSITION CHANGE (Describe Below)</td>
<td>☐ LAID OFF (L)</td>
<td>☐ OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>☐ CASUAL (5)</td>
<td>☐ BUDGET CHANGE (Describe Below)</td>
<td>☐ FAIL PROBATION (P)</td>
<td>☐ PERSONAL (L)</td>
</tr>
<tr>
<td>☐ SEASONAL (6)</td>
<td>☐ LEAVE (List Type Below)</td>
<td>☐ OTHER (O)</td>
<td>☐ OTHER (O)</td>
</tr>
<tr>
<td>☐ PROJECT (7)</td>
<td>☐ TERMINATION (Provide Separation Info)</td>
<td>☐ INELIGIBLE FOR REHIREE</td>
<td></td>
</tr>
<tr>
<td>☐ WORK STUDY (8)</td>
<td>☐ OTHER (Describe Below)</td>
<td>☐ ELIGIBLE FOR REHIREE</td>
<td></td>
</tr>
<tr>
<td>☐ VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS** (include work schedule if position is less than full-time): Increase due to RCW 43.03.310(5) Full Time District Court Judge salary is $116,135 per year and this position is rated by OAC at 60% FTE or $5807.00 per month

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>WAGE (LONGEVITY, IF APPLICABLE)</th>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Co District Court Judge</td>
<td>1343</td>
<td>31</td>
<td>$5807.00 ($ )</td>
<td>A. -13251001</td>
<td>A. 60%</td>
<td>60%</td>
<td>$5807.00</td>
</tr>
<tr>
<td>Upper District Court</td>
<td></td>
<td></td>
<td></td>
<td>B.</td>
<td>B.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
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<tbody>
<tr>
<td>01-01-04</td>
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**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kid R. El</td>
<td>04/16/04</td>
<td>2</td>
<td>4/19/04</td>
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</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/19/04</td>
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</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date N/A Eval Rating (IF ID - S AA - S) Initial
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>care</td>
<td>Kelly</td>
<td></td>
<td>04/19/04</td>
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</tr>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weed Inspector</td>
<td>2852</td>
<td>86</td>
<td>$9.50</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Noxious Weed

**BUDGET NUMBER**

A. 123

**FOR HR USE**

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/19/04</td>
<td>252</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**EXPLOITATION TYPE**

**EMPLOYEE ACTION**

- NEW HIRE
- RE-HIRE
- MERIT/STEP
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- LEAVE (List Type Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>LAYED OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>OTHER (G)</td>
<td>OTHER (O)</td>
</tr>
</tbody>
</table>

- Eligible For Rehire
- Ineligible For Rehire

Comments (include work schedule if position is less than full-time): Expected to work from April 19, 2004 through August 31, 2004

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**

A. 123

**FOR HR USE**

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
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</thead>
<tbody>
<tr>
<td>04/19/04</td>
<td>252</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DEPARTMENT HEAD / ELECTED OFFICIAL**

Date: 04/17/04

**HUMAN RESOURCES**

Date: 4-19-04

**COMMISSIONER #1**

Date: 4-19-04

**COMMISSIONER #2**

Date: 4-19-04

**COMMISSIONER #3**

Date: 4-19-04

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 03/01/04
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAYLOR</td>
<td>DAVID</td>
<td>T0385</td>
<td>08/01/95</td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS DIRECTOR</td>
<td>1303</td>
<td>30</td>
<td>$5,228</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

CDS

**BUDGET NUMBER**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>A.</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
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<tbody>
<tr>
<td>1/1/03</td>
<td>103</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

- **EMPLOYEE TYPE**: FULL-TIME (1)
- **EMPLOYEE ACTION**: NEW HIRE
- **TYPE OF SEPARATION**: DISCHARGE (D)
- **REASON FOR SEPARATION**: PERFORMANCE (P)

**COMMENTS** (include work schedule if position is less than full-time): Resigned to pursue other opportunities.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>A.</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**EFFECTIVE DATE**

04/13/04

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DEPARTMENT HEAD / ELECTED OFFICIAL**: [Signature]

**HUMAN RESOURCES**: [Signature]

**COMMISSIONER #1**: [Signature]

**COMMISSIONER #2**: [Signature]

**COMMISSIONER #3**: [Signature]

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 03/01/04

FOR HR USE: Eval Date [ ] Eval Rating (IE = ID = S = AA = S) Initial [ ]
MARK NELSON

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: Jelson
FIRST NAME: Mark
EMPLOYEE #: N0378
HIRE DATE: 5/9/94
ADJ. HIRE (if different): 8/8/94

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: Environmental Health Spec II
OCCUP. CODE: 2540
UNION: 50
BASE WAGE: $3217

DEPARTMENT NAME: Public Health Dept
BUDGET NUMBER: A. 116 6150151001
FOR HR USE: PER 4-HOUR MONTH DAY
PERCENTAGE: A. 100%

FOR HR USE: 4/5/95
GRADE: 240
STEP (for "step" employees): 
PLACEMENT (for "range" employees): 

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE: FULL-TIME (1)
EMPLOYEE ACTION: NEW HIRE
TYPE OF SEPARATION: DISCHARGE (D)
REASON FOR SEPARATION: PERFORMANCE (P)

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE: Environmental Health Spec II
OCCUP. CODE: 2540
UNION: 50
BASE WAGE: $3313.51

DEPARTMENT NAME: Public Health Dept
BUDGET NUMBER: A.
PERCENTAGE: A.

FOR HR USE: 4/1/04
POSITION DATE: 
GRADE: 240
STEP (for "step" employees): 
PLACEMENT (for "range" employees): 

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUEINK)

DEPARTMENT HEAD/ELECTED OFFICIAL: 
DATE: 4/8/04
BUDGET ROLL: 
DATE:

HUMAN RESOURCES:
DATE: 
COMMISSIONER #1:
DATE: 
COMMISSIONER #2:
DATE: 
COMMISSIONER #3:
DATE: 

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04
FOR HR USE: Eval Date:
Eval Rating (IE - II - S - AA - S) Initial: 
**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerlach</td>
<td>Adrianne</td>
<td>G1157</td>
<td>12-01-97</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim Witness Assistant</td>
<td>2453</td>
<td>40</td>
<td>$2,240</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosecuting Attorney</td>
<td>□ Post 1 □ Post 2 □ Post 3</td>
<td>□ Non-Exempt □ Exempt □ Not Covered</td>
<td>□ Longevity □ Allowance □ 2nd Position</td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
<td>□ Leave □ Leave 60-Day Period</td>
<td>□ Position Change (Describe Below) □ Budget Change (Describe Below) □ Leave (List Type Below) □ Termination (Provide Separation Info)</td>
<td>□ Other (Describe Below)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. 13051001 (VAWA)</th>
<th>PER □ HOUR □ MONTH □ DAY</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ 7-HOUR DAY □ 8-HOUR DAY</td>
<td>100</td>
<td>$2,240</td>
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</table>

<table>
<thead>
<tr>
<th>FOR HR USE</th>
<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
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<tbody>
<tr>
<td></td>
<td>4-11-98</td>
<td>253</td>
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<table>
<thead>
<tr>
<th>SECTION 3: TYPE OF ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE TYPE</td>
</tr>
<tr>
<td>□ FULL-TIME (1)</td>
</tr>
<tr>
<td>□ PART-TIME (2)</td>
</tr>
<tr>
<td>□ LIMITED PART-TIME (3)</td>
</tr>
<tr>
<td>□ TEMPORARY (4)</td>
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<tr>
<td>□ CASUAL (5)</td>
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<tr>
<td>□ SEASONAL (6)</td>
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<tr>
<td>□ PROJECT (7)</td>
</tr>
<tr>
<td>□ WORK STUDY (8)</td>
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<tr>
<td>□ VOLUNTEER (9)</td>
</tr>
<tr>
<td>□ NEW HIRED</td>
</tr>
<tr>
<td>□ RE-HIRE</td>
</tr>
<tr>
<td>□ LEAVE (List Type Below)</td>
</tr>
<tr>
<td>□ TERMINATION (Provide Separation Info)</td>
</tr>
<tr>
<td>□ OTHER (Describe Below)</td>
</tr>
</tbody>
</table>

| COMMENTS (include work schedule if position is less than full-time): Adrienne has received an above average rating on her evaluation, thus receiving a 4% increase. |

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$2,330</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Post 1 □ Post 2 □ Post 3</td>
<td>□ Non-Exempt □ Exempt □ Not Covered</td>
<td>□ Longevity □ Allowance □ 2nd Position</td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
<td>□ Leave □ Leave 60-Day Period</td>
<td>□ Position Change (Describe Below) □ Budget Change (Describe Below) □ Leave (List Type Below) □ Termination (Provide Separation Info)</td>
<td>□ Other (Describe Below)</td>
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<thead>
<tr>
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<th>POSITION DATE</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-01-04</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/01/04

FOR HR USE: Eval Date □ Eval Rating (IE - ID - S A - M - S) Initial
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yaddington</td>
<td>Christie</td>
<td>W1391</td>
<td>4/16/01</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**
Oral Health Coordinator

**DEPARTMENT NAME**
Public Health Department

**JOBS TITLE**
Oral Health Coordinator

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2557</td>
<td>50</td>
<td>$1728.00</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**
A. 116 6122451001

**PERCENTAGE**
A. 60%

<table>
<thead>
<tr>
<th>FOR HR USE</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER</td>
<td>60%</td>
<td>$2880.00</td>
<td></td>
</tr>
</tbody>
</table>

**FOR HR USE**
POSITION DATE
4/16/01

**FOR HR USE**
GRADE
257

**FOR HR USE**
STEP (for "step" employees)
5

**FOR HR USE**
PLACEMENT (for "range" employees)

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**COMMENTS** (include work schedule if position is less than full-time): Christie has received a satisfactory evaluation and is eligible for an annual 3% increase.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Health Coordinator</td>
<td>2557</td>
<td>50</td>
<td>$1779.46</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**
Public Health Department

**BUDGET NUMBER**
A. 116 6122451001

**PERCENTAGE**
A. 60%

**FOR HR USE**
POSITION DATE
4/16/01

**FOR HR USE**
GRADE
257

**FOR HR USE**
STEP (for "step" employees)
5

**FOR HR USE**
PLACEMENT (for "range" employees)

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**Budget/Payroll**

**HUMAN RESOURCES**

**COMMISSIONER #1**

**COMMISSIONER #2**

**COMMISSIONER #3**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**
KITTITAS COUNTY
TRAVEL AUTHORIZATION

Request for out of county travel at county expense for Sande De Salles
Fair Program Director

Request is hereby made for authorization for out of county travel at county expense on

April 20: to April 23 (Port Townsend)

Date: Destination

Purpose of this trip Association of Visitor Travel Info Centers Conference

Signed this April 14, 2004

11

Approved

Department Head signature

This request approved by the Board of County Commissioners on this 19th day of

April 18, 2004

Perry D. Nelson
Chairman

Commissioner

Commissioner

Distribution:
1 Original sent to commissioners for approval - clerk of the board's copy.
2 Yellow left attached for commissioners approval - will be returned to department.
3 Pink left attached for commissioners approval - will be returned to department. ALSO, to be attached to travel reimbursement request.
<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION</th>
<th>FOLLOW UP</th>
<th>FILE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-12-04</td>
<td>Letter from the Office of the Governor</td>
<td>Workshop at Camp Murray May 11th, 2004. Goal is to have elected officials talk about land use also invite Planner or land use staff.</td>
<td>Place on Calendar</td>
<td>State of Washington Office of the Governor</td>
<td></td>
</tr>
<tr>
<td>04-12-04</td>
<td>Notice of Trial</td>
<td>Robert Posenjak and email from Jim Hurson</td>
<td></td>
<td>Lawsuits</td>
<td></td>
</tr>
<tr>
<td>04-12-04</td>
<td>Newsletter</td>
<td>Chamber Exchange</td>
<td></td>
<td>Ellensburg Chamber of Commerce</td>
<td></td>
</tr>
<tr>
<td>04-12-04</td>
<td>Memo from Grant County</td>
<td>Proposed Comp. Plan Amendment for the 2003 Cycle</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
<td></td>
</tr>
<tr>
<td>04-12-04</td>
<td>Memo from CDS</td>
<td>Pott Rezone-SEPA Notice of Action Ag-20 to General Commercial Amended to Contract Rezone</td>
<td></td>
<td>Kittitas County Departments-CDS</td>
<td></td>
</tr>
<tr>
<td>04-12-04</td>
<td>Letter from Washington State Housing Finance Commission</td>
<td>Draft Five Year Strategic Plan</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
<td></td>
</tr>
<tr>
<td>04-13-04</td>
<td>Memo from CDS</td>
<td>SEPA Notice of Action-Sky Ridge Rezone</td>
<td></td>
<td>Kittitas County Departments-CDS</td>
<td></td>
</tr>
<tr>
<td>04-13-04</td>
<td>Memo from CDS</td>
<td>Notice of Application-Brookside Trails West Rezone Forest and Range to Rural 3</td>
<td></td>
<td>Kittitas County Departments-CDS</td>
<td></td>
</tr>
<tr>
<td>04-13-04</td>
<td>Memo from CDS</td>
<td>Notice of Application-Hamberlin Rezone Rural 3 to Hwy Commercial</td>
<td></td>
<td>Kittitas County Departments-CDS</td>
<td></td>
</tr>
<tr>
<td>04-13-04</td>
<td>Memo from CDS</td>
<td>SEPA Notice of Action Chambers Rezone Forest and Range to Rural 3</td>
<td></td>
<td>Kittitas County Departments-CDS</td>
<td></td>
</tr>
<tr>
<td>04-13-04</td>
<td>Letter from James Carmody (fax sent 04/12/04)</td>
<td>Motion for Reconsideration Romad Mill Site</td>
<td>Clerk received copies of the fax to distribute for the hearing.</td>
<td>Kittitas County Departments-CDS</td>
<td></td>
</tr>
<tr>
<td>04-13-04</td>
<td>Email from Frank Sweet (Draft)</td>
<td>2004 Salmon County Table</td>
<td>Copy to Each Commissioner</td>
<td>Kittitas County DepartmentsCommissioners</td>
<td></td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
<td>ACTION</td>
<td>FOLLOW UP</td>
<td>FILE REFERENCE</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------</td>
<td>--------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>04-13-04</td>
<td>Letter from Richard and Melody Shaff</td>
<td>Request to assign Lease Agreement and Extend Lease time</td>
<td>Place on agenda to set a public hearing</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>04-14-04</td>
<td>Letter from Gordon Blossom</td>
<td>WACERT Explanation</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>04-14-04</td>
<td>Letter to City of Ellensburg from William Holmes</td>
<td>Modifications to the Morris Sorenson Building</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Probation</td>
</tr>
<tr>
<td>04-14-04</td>
<td>Letter to BOCC from Olympic Associates</td>
<td>Permitting Authority Transition for the Kittitas School</td>
<td>Placed on Agenda</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>04-14-04</td>
<td>Letter from Brian Lenz, Puget Sound Energy</td>
<td>Road Standard Comments</td>
<td>Copies to the Clerk and Public Works</td>
<td></td>
<td>Kittitas County Departments- Public Works</td>
</tr>
<tr>
<td>04-14-04</td>
<td>Email from Urban Eberhart</td>
<td>Information from Mike Bush, WSU Extension, Yakima County</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioner</td>
</tr>
<tr>
<td>04-16-04</td>
<td>Letter from James Boyle</td>
<td>Comments for the Concrete Batch Plant Appeal Hearing</td>
<td>Copy in Public Hearing Folders and to CDS</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>04-16-04</td>
<td>Email from Gene Jenkins</td>
<td>Comments on the Yakima Sub Basin Fish and Wild Life Plan</td>
<td>Forwarded to the Board</td>
<td></td>
<td>Sub Basin</td>
</tr>
<tr>
<td>04-16-04</td>
<td>Meeting Notice</td>
<td>Dispute Resolution Center of Yakima and Kittitas County. April 20th 5:30 P.M. Yakima</td>
<td></td>
<td></td>
<td>Dispute Resolution Center of Yakima</td>
</tr>
<tr>
<td>04-16-04</td>
<td>Agenda</td>
<td>Ellensburg City Council-Monday April 19, 2004</td>
<td></td>
<td></td>
<td>City of Ellensburg</td>
</tr>
</tbody>
</table>