Those present: Perry Huston, Max Golladay, 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>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>HIRED DATE</th>
<th>ADJ. HIRED (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jap</td>
<td>Robin</td>
<td>R0145</td>
<td>1-23-91</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 Assistant III</td>
<td>3376</td>
<td>30</td>
<td>$2,941</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Prosecuting Attorney

<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. 001290151001</td>
<td>A. 100%</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>10-01-01</td>
<td>376</td>
<td></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>FULL-TIME (1)</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>VOLUNTEER (9)</td>
<td>OTHER (O)</td>
<td>CONDUCT (C)</td>
</tr>
</tbody>
</table>

**COMMENTS (include work schedule if position is less than full-time):** Robin is being promoted to Office Administrator on May 1, 2004 upon Shirley Bowen’s retirement on April 30, 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>Office Administrator</td>
<td>1313</td>
<td>30</td>
<td>$3,041</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>A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EFFECTIVE DATE**

<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>05-01-04</td>
<td>113</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>DATE</th>
<th>BUDGET/PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN RESOURCES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMISSIONER #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMISSIONER #2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMISSIONER #3</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 (1E=10 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>CHOATE</td>
<td>AMEE</td>
<td>C1555</td>
<td>11/01/03</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>PROV CONTRL RM OPER</td>
<td>5822</td>
<td>87</td>
<td>$12.12</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 “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</td>
<td>Pers 1</td>
<td>Pers 2</td>
<td>Lonergoity</td>
</tr>
<tr>
<td></td>
<td>Leave 1</td>
<td>Leave 2</td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>Insiglible</td>
<td>90-Day Period</td>
<td>2nd Position</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**

A. 130070251001

**PERCENTAGE**

A. 100

**% OF FULL TIME**

100

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

$

**POSITION DATE**

11/01/03

**WORKWEEK**

- [ ] Standard (Sun – Sat)
- [ ] Alternate (Fri Noon – Fri Noon)
- [ ] 207(h) exception

**GRADE**

522

**STEP (for “step” employees)**

1

**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 HIKE</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>
<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): Provisional Status as a Corrections Control Room Operator has reached the four month limit.

**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>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</td>
<td>Pers 1</td>
<td>Pers 2</td>
<td>Lonergoity</td>
</tr>
<tr>
<td></td>
<td>Leave 1</td>
<td>Leave 2</td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>Insiglible</td>
<td>90-Day Period</td>
<td>2nd Position</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**

A. 

**PERCENTAGE**

A. 

**% OF FULL TIME**

$

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

$

**POSITION DATE**

11/01/03

**WORKWEEK**

- [ ] Standard (Sun – Sat)
- [ ] Alternate (Fri Noon – Fri Noon)
- [ ] 207(h) exception

**GRADE**

522

**STEP (for “step” employees)**

1

**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>
<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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date @ AA Eval Rating (EE = ID = S = AA = 8) Initial
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: LLRED
FIRST NAME: CODY
EMPLOYEE #: A1415
HIRE DATE: 01/09/01
ADJ. HIRE (if different):

JOB TITLE: CORRECTIONS PROV

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

DEPARTMENT NAME: SHERIFF
BUDGET NUMBER: A. 1300751001
PERCENTAGE: A. 100

POSITION DATE: 11/17/03
WORK WEEK: 503
GRADE: 1
STEP (for "step" 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
- PART-TIME (2)
- 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)

- Eligible For Retire
- Ineligible For Retire

COMMENTS: (Include work schedule if position is less than full-time): Position change from Provisional Corrections Officer to Reserve Deputy due to position has reached the four month limit.

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

JOB TITLE: SHERIFF RESERVE

DEPARTMENT NAME:

BUDGET NUMBER: A. 1300251003
PERCENTAGE: A. 100

POSITION DATE: 10/19/02
WORK WEEK: 501
GRADE: 2
STEP (for "step" employees):

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

DEPARTMENT HEAD / ELECTED OFFICIAL DATE: 4/29/04
BUDGET / PAYROLL DATE: 

HUMAN RESOURCES DATE: 5/3/04
COMMISSIONER #1: 
COMMISSIONER #2: 
COMMISSIONER #3: 

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date: 3/8 Initial:
Eval Rating (1E - 5) S: AA: 9: Initial:

Updated: 04/06/04
LAST NAME: WILLEAGER
FIRST NAME: RACHEL
EMPLOYEE #: T1539
HIRE DATE: 07/10/03

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

JOB TITLE: CORRECTIONS PROVISION
DEPARTMENT NAME: SHERIFF
BUDGET NUMBER: A. 130079951001

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

PERCENTAGE: A. 100
% OF FULL TIME: 100
FTE WAGE (IF < 100%): $

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: CORRECTIONS OFFICER
DEPARTMENT NAME: 
BUDGET NUMBER: A.

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

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date _____ Eval Rating (1E – 1D – S – AA – S) Initial _____

- COMMENTS (include work schedule if position is less than full-time): From Provisional Corrections Officer to conditional full time (pending background completion).
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>Harvey</td>
<td>Aaron</td>
<td>H1587</td>
<td>03/11/04</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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DEPARTMENT NAME

BUDGET NUMBER

PERCENTAGE

% OF FULL TIME

FTE WAGE (IF < 100%)

7-HOUR DAY

8-HOUR DAY

POSITION DATE

WORK WEEK

GRADE

STEP (for "step" employees)

PLACEMENT (for "range" employees)

FOR HR USE

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE

EMPLOYEE ACTION

TYPE OF SEPARATION

REASON FOR SEPARATION

Eligible For Rehire

Ineligible For Rehire

Provide Details of Separation Below

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

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>Volunteer/Intern</td>
<td>9900</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

DEPARTMENT NAME

Human Resource

BUDGET NUMBER

PERCENTAGE

% OF FULL TIME

FTE WAGE (IF < 100%)

7-HOUR DAY

8-HOUR DAY

POSITION DATE

WORK WEEK

GRADE

STEP (for "step" employees)

PLACEMENT (for "range" employees)

EFFECTIVE DATE

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

DEPARTMENT HEAD / ELECTED OFFICIAL

DATE

BUDGET/PAYROLL

DATE

HUMAN RESOURCES

DATE

COMMISSIONER #3

DATE

COMMISSIONER #2

DATE

COMMISSIONER #1

DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date ___ Eval Rating (IE - ID - S - AA - S) Initial ___

Updated: 04/05/04
## KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

### Section 1: Employee (Complete in Full)

- **Last Name:** Amritpal
- **First Name:** 
- **Employee #:** 
- **Hire Date:** 05-06-04
- **Adj. Hire (if different):** 

### Section 2: Current Status (Complete in Full)

- **Job Title:** Intern
- **OCCUP. CODE:** 9900
- **Union:** 90
- **Base Wage:** $0-

### Section 3: Type of Action

- **Department Name:** Prosecuting Attorney
- **Budget Number:**
  - A. Ukn.
  - B. 

#### Employee Information

<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></td>
<td>Merit / Step</td>
<td>Conduct (C)</td>
</tr>
<tr>
<td>Temporary (4)</td>
<td>Position Change (Describe Below)</td>
<td>Retired (R)</td>
<td>Other Employment (E)</td>
</tr>
<tr>
<td>Casual (5)</td>
<td>Budget Change (Describe Below)</td>
<td>Laid Off (L)</td>
<td>Personal (L)</td>
</tr>
<tr>
<td>Seasonal (6)</td>
<td>Leave (List Type Below)</td>
<td>Fail Probation (F)</td>
<td>Other (O)</td>
</tr>
<tr>
<td>Project (7)</td>
<td>Termination (Provide Separation Info)</td>
<td></td>
<td>Eligible For Rehire</td>
</tr>
<tr>
<td>Work Study (8)</td>
<td>OTHER (Describe Below)</td>
<td></td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>Volunteer (9)</td>
<td></td>
<td></td>
<td>Provide Details of Separation Below</td>
</tr>
</tbody>
</table>

#### Comments (Include work schedule if position is less than full-time): Amritpal (Karen) will be working basically on an as needed basis to get some experience in a Prosecutor's Office. She is not getting credits from CWU.

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

- **JOB TITLE:**
- **OCCUP. CODE:**
- **Union:**
- **Base Wage:**

#### Department Name

- **Budget Number:**
  - A. 
  - B. 

#### Position Date

- **WORK WEEK:**
  - Standard (Mon - Sat)
  - Alternate (Fri Noon - Fri Noon)

--

**Additional Information:**

- **Human Resources: Date: 5/2/04**
- **Commissioner #1: Date: 5/2/04**
- **Commissioner #2: Date: 5/13/04**

---

**Return Form to Human Resources for Distribution**

Updated: 04/06/04
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: Omans
FIRST NAME: Robert
EMPLOYEE #: 01035
HIRE DATE: 5/19/97

JOB TITLE: Plans Examiner

DEPARTMENT NAME: CDS

BUDGET NUMBER: A. 140251001

PERCENTAGE: A. 100%

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

OCCUP. CODE: 2443
UNION: 40
BASE WAGE: $3,312

FOR HR USE:
- Pers 1
- Pers 2
- Pers 3
- Leaf 1
- Leaf 2
- Ineligible
- 90-Day Period

OTHER COMP. (describe in "comments"): 
- Longevity
- Allowance
- Stipend
- 2nd Position

% OF FULL TIME: 100%
FTE WAGE (IF < 100%): $_______

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

OFFICE NAME:

SECTION 3: TYPE OF ACTION

FOR HR USE:
- Eligible For Rehire
- Ineligible For Rehire

Provide Details of Separation Below

EMPLOYEE TYPE: FULL-TIME (1)

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): Assignment of "Assistant Building Official" stipend of $150 monthly.

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

JOB TITLE:

OCCUP. CODE:

UNION:

BASE WAGE:

FOR HR USE:
- Pers 1
- Pers 2
- Pers 3
- Leaf 1
- Leaf 2
- Ineligible
- 90-Day Period

OTHER COMP. (describe in "comments"): 
- Longevity
- Allowance
- Stipend
- 2nd Position

BUDGET NUMBER: A.

PERCENTAGE: A.

% OF FULL TIME: ___
FTE WAGE (IF < 100%): $_______

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

OFFICE NAME:

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

DEPARTMENT HEAD: N/A

DATE:

BUDGET/PAYROLL: DATE:

COMMISSIONER #1:

DATE:

COMMISSIONER #2:

DATE:

COMMISSIONER #3:

DATE:

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

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>TERRY</td>
<td>FRED</td>
<td>P1348</td>
<td>11/17/03</td>
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</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>PROV CONTRL RM OPER</td>
<td>5822</td>
<td>87</td>
<td>$12.12</td>
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** DEPARTMENT NAME **

SHERIFF

** BUDGET NUMBER **

A. 130070251001

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

** POSITION DATE **

01/01/04

<table>
<thead>
<tr>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard (Sun - Sat)</td>
<td>522</td>
<td>1</td>
<td></td>
<td></td>
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</tbody>
</table>

** SECTION 3: TYPE OF ACTION **

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

** COMMENTS **

Moving from Provisional Control Room Operator to Provisional Corrections Officer to cover a vacant position.

** 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>EMERGENCY</td>
<td>5803</td>
<td>87</td>
<td>$13.39</td>
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</table>

** DEPARTMENT NAME **

SHERIFF

** BUDGET NUMBER **

A. 130079951001

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

** POSITION DATE **

05/01/04

<table>
<thead>
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<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
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<td>Standard (Sun - Sat)</td>
<td>503</td>
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</table>

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

Human Resources

** FOR HR USE **

Eval Date ______________ Eval Rating (IE - ID - S - AA - S) Initial __________

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Payroll Approval

The Kittitas County Board of County Commissioners on 4/30/04 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include payroll warrant #5173 through 51946 in the amount of $439,318.19.

Auditing officers notes: ____________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Commissioner Remarks: ____________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
<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>04-26-04</td>
<td>Letter from Perkins Coie</td>
<td>Snoqualmie Falls Hydroelectric Project Pollution Control Hearing Board Order Nunc Pro Tunc</td>
<td>Copy to Each Commissioner</td>
<td>Events</td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>04-26-04</td>
<td>Invitation</td>
<td>2004 Historic Ellensburg Progress Through Preservation Awards May 1st 7:00-9:00 Heritage Center</td>
<td>Perry to attend</td>
<td>Events</td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>04-26-04</td>
<td>Invitation</td>
<td>Presidential Day Retreat-May 14th CWU</td>
<td>Perry to attend</td>
<td>Events</td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>04-26-04</td>
<td>Invitation</td>
<td>Workforce Special Breakfast Meeting-May 13th 7:30 a.m. Yakima</td>
<td></td>
<td>Events</td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>04-26-04</td>
<td>Letter from Christy LaFayette</td>
<td>Rezone Request</td>
<td>Copy to CDS</td>
<td>Copy to Board</td>
<td>Kittitas County Departments-CDS</td>
</tr>
<tr>
<td>04-26-04</td>
<td>Email from Paul Parker</td>
<td>Agenda for the April 30th Columbia Regional Initiative Public Forum</td>
<td></td>
<td>WSAC</td>
<td>Kittitas County Departments-Commissioners</td>
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<tr>
<td>04-26-04</td>
<td>Newsletter</td>
<td>WCB Communicator</td>
<td></td>
<td>WA Department of Ecology</td>
<td>Kittitas County Departments-Commissioners</td>
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<tr>
<td>04-27-04</td>
<td>Letter from Perkins Coie</td>
<td>Electric Filing for the Snoqualmie Falls Hydroelectric Project</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>04-27-04</td>
<td>Newsletter</td>
<td>Wetland Venture</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
<td>Kittitas County Departments-Commissioners</td>
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<tr>
<td>04-28-04</td>
<td>Newsletter</td>
<td>Washington State University Extension &quot;Focus&quot;</td>
<td></td>
<td></td>
<td>Washington State University Extension</td>
</tr>
<tr>
<td>04-28-04</td>
<td>Letter from US Department of Homeland Security</td>
<td>Potential Violation of the NFIP and the County's Floodplain Ordinance</td>
<td>Copy to Bruce and CDS</td>
<td>Kittitas County Departments-CDS</td>
<td>Kittitas County Departments-CDS</td>
</tr>
<tr>
<td>04-28-04</td>
<td>Email from John Crawford</td>
<td>Recreational Immunity Statute-Nauroth v Spokane County</td>
<td></td>
<td>WCRP</td>
<td>Kittitas County Departments-CDS</td>
</tr>
<tr>
<td>04-28-04</td>
<td>Newsletter</td>
<td>Regional Coordination at Work</td>
<td></td>
<td>Puget Sound Regional Council</td>
<td>Kittitas County Departments-CDS</td>
</tr>
<tr>
<td>04-28-04</td>
<td>Memo from CDS</td>
<td>Administrative Ruling Regarding Mobile Rock Crushing</td>
<td></td>
<td>Kittitas County Departments-CDS</td>
<td>Kittitas County Departments-CDS</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
<td>ACTION</td>
<td>FOLLOW UP</td>
<td>FILE REFERENCE</td>
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</tr>
<tr>
<td>04-28-04</td>
<td>Letter from Jim and Karin Stanley</td>
<td>Letter of intent to continue lease for Valle Espresso with $25.00 Application Fee</td>
<td>Copy to Warren and Prosecutor</td>
<td>Kittitas County Departments- Commissioners</td>
<td></td>
</tr>
<tr>
<td>04-28-04</td>
<td>Letter from Larry Browne</td>
<td>Irrigation Ditches and Letter to Paul Bennett</td>
<td>Copy to Each Commissioners</td>
<td>Kittitas County Departments- Commissioners</td>
<td></td>
</tr>
<tr>
<td>04-28-04</td>
<td>Email from Urban Eberhart</td>
<td>Hawthorn at Eaton Project/Apple Maggot</td>
<td>Copy to Commissioners</td>
<td>Kittitas County Departments- Commissioners</td>
<td></td>
</tr>
<tr>
<td>04-29-04</td>
<td>Letter from the Mayor of Cle Elum</td>
<td>FPARF Permit Extension for Cle Elum’s Sapphire Skies</td>
<td></td>
<td>City of Cle Elum</td>
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<tr>
<td>04-29-04</td>
<td>Notice of Liquor License Application</td>
<td>New License Application for: Destination Roslyn Resort</td>
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<td>State of Washington Liquor Control Board</td>
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<tr>
<td>04-29-04</td>
<td>Memo from CDS</td>
<td>Notice of Decision for Short Plat Appeal-Winifred Acres Short Plat</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
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<tr>
<td>04-29-04</td>
<td>Memo from Public Works</td>
<td>SEPA Notice of Action South Cle Elum Road Bridge Rehabilitation</td>
<td></td>
<td>Kittitas County Departments- Public Works</td>
<td></td>
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<tr>
<td>04-30-04</td>
<td>Letter from Tim Henegry, Ph.D</td>
<td>Resignation from Substance Abuse Program Board</td>
<td></td>
<td>Boards and Committees</td>
<td></td>
</tr>
<tr>
<td>04-30-04</td>
<td>Email from Robert Wallace</td>
<td>Support of the Maintenance of the John Wayne Trail</td>
<td>Sent copy to Paul Bennett</td>
<td>Kittitas County Departments- Commissioners</td>
<td></td>
</tr>
<tr>
<td>04-30-04</td>
<td>Letter from Nancy Lester</td>
<td>Taxes Paid Under Protest. Sent letter last year asking for response. Wants a response from the BOCC.</td>
<td></td>
<td>Kittitas County Departments- Treasurers</td>
<td></td>
</tr>
<tr>
<td>04-30-04</td>
<td>Memo from CDS</td>
<td>Special Meetings Mountain Star Preliminary Plat and Shorelines Permit</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
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<tr>
<td>04-30-04</td>
<td>Letter from Catherine Dunn</td>
<td>Letter to HWA Conflict of Interest</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
<td></td>
</tr>
<tr>
<td>DATE RECEIVED</td>
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<td>SUBJECT</td>
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</tr>
<tr>
<td>04-30-04</td>
<td>Email from Tom Fox</td>
<td>Suggestions and Comments</td>
<td>Email Forwarded to Warren</td>
<td>Kittitas County Departments-</td>
<td></td>
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<td></td>
<td></td>
<td>and Sande</td>
<td>Fair</td>
<td></td>
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</table>