July 6, 2004

Office Admin. minutes could not be located.

All supporting documents are present.
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 12/8 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 #52174 through 52817 in the amount of $86025.60.

Auditing officers notes:

_________________________________________

_________________________________________

_________________________________________

Commissioner Remarks:

_________________________________________

_________________________________________

_________________________________________
Kittitas County
Board of County Commissioners

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

Voucher Approval

The Kittitas County Board of County Commissioners on __07-02-07__ 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 claims warrant # __145115__ through __145723__ in the amount of __$ 31,773.00__.

Auditing officer’s notes:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Commissioner Remarks:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

____________________________________________________________________________________
Kittitas County
Board of County Commissioners

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

Voucher Approval

The Kittitas County Board of County Commissioners on __07-01-04__ 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 claims warrant # 144782 through 144782 in the amount of $________97,43______.

Auditing officer’s notes: __Voided Warrant__

Commissioner Remarks:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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 07.02.04 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 #52818 through 52957 in the amount of $274,781.00.

Auditing officers notes:

________________________________________

________________________________________

________________________________________

Commissioner Remarks:

________________________________________

________________________________________

________________________________________
Kittitas County
Board of County Commissioners

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

Voucher Approval

The Kittitas County Board of County Commissioners on __06-30-04__ 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 claims warrant # __143638__ through __143638__ in the amount of $ __368.00__.

Auditing officer’s notes: __VOIDED Warrant__

Not to be reissued.

Commissioner Remarks:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________.
Kittitas County
Board of County Commissioners

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

Voucher Approval

The Kittitas County Board of County Commissioners on 07-02-04 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 claims warrant #145069 through 145114 in the amount of $1,816.50.

Auditing officer's notes: Jury duty pay

Commissioner Remarks:
Kittitas County
Board of County Commissioners

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

Voucher Approval

The Kittitas County Board of County Commissioners on __6-1-02-04__ 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 claims warrant #__145067__ through __145068__ in the amount of $197.43.

Auditing officer’s notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Kittitas County
Board of County Commissioners

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

Voucher Approval

The Kittitas County Board of County Commissioners on __06-30-04__ 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 claims warrant # __145047__ through __145063__ in the amount of $ __167,107.96__.

Auditing officer’s notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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 6/3/19 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 # 52556 through 52773 in the amount of $4,307,827.

Auditing officers notes:
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

Commissioner Remarks:
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

Kittitas County
Board of County Commissioners

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

Voucher Approval

The Kittitas County Board of County Commissioners on 06-28-04 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 claims warrant #144712 through 144966 in the amount of $701,008.56.

Auditing officer’s notes:


**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>Paschen</td>
<td>Andrew</td>
<td>P1440</td>
<td>12/11/01</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**
Legal Process Assist III

**DEPARTMENT NAME**
Lower District Court

**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>3238</td>
<td>20</td>
<td>$1933</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;commens&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>Stipend</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>2nd Position</td>
</tr>
</tbody>
</table>

**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>100 %</td>
<td></td>
<td>$1933</td>
</tr>
</tbody>
</table>

**POSITION DATE**
12/11/01

**WORKWEEK**
- [ ] Standard (Sun – Sat)
- [ ] Alternate (Fri Noon – Fri Noon)
- [ ] 20/7/4 exception

**GRADE**
338

**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</td>
<td>[X] New Hire</td>
<td>[X] Discharge (D)</td>
<td>[X] Performance (P)</td>
</tr>
<tr>
<td>[ ] Part-Time</td>
<td>[ ] Re-Hire</td>
<td>[ ] Resignation (Q)</td>
<td>[ ] Attendance (A)</td>
</tr>
<tr>
<td>[ ] Limited Part-Time</td>
<td>[ ] Merit / Step</td>
<td>[ ] Retired (R)</td>
<td>[ ] Conduct (C)</td>
</tr>
<tr>
<td>[ ] Temporary</td>
<td>[ ] Position Change (Describe Below)</td>
<td>[ ] Laid Off (L)</td>
<td>[ ] Other Employment (E)</td>
</tr>
<tr>
<td>[ ] Casual</td>
<td>[ ] Budget Change (Describe Below)</td>
<td>[ ] Failed Probation (P)</td>
<td>[ ] Personal (L)</td>
</tr>
<tr>
<td>[ ] Seasonal</td>
<td>[ ] Leave (List Type Below)</td>
<td>[ ] OTHER (O)</td>
<td>[ ] Other (O)</td>
</tr>
<tr>
<td>[ ] Project</td>
<td>[ ] Termination (Provide Separation Info)</td>
<td>[X] Eligible For Rehire</td>
<td>[ ] Ineligible For Rehire</td>
</tr>
<tr>
<td>[X] Work Study</td>
<td>[ ] Other (Describe Below)</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** MMENTS (include work schedule if position is less than full-time): See attached letter of resignation. Last day of employment 6/25/04.

**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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;commens&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>Stipend</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>2nd Position</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PER HOURS</th>
<th>MONTH</th>
<th>DAY</th>
<th>7-HOUR DAY</th>
<th>8-HOUR DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POSITION DATE**

<table>
<thead>
<tr>
<th>WORKWEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6/25/04</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>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6-29-04</td>
<td></td>
<td>7/1/04</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>7/1/04</td>
<td></td>
<td>7/1/04</td>
</tr>
</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>7/1/04</td>
<td></td>
<td>7/1/04</td>
</tr>
</tbody>
</table>

**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: Miller  
FIRST NAME: Rose  
EMPLOYEE #: M0171  
HIRE DATE: 2/20/92

JOB TITLE: Data Processor

DEPARTMENT NAME: Assessor

BUDGET NUMBER: A. 51001

PERCENTAGE: A. 100

GRADING: 314

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

OCCUP. CODE: 3214  
UNION: 20

BASE WAGE: $2065.

FOR HR USE:  
LEAVE 1  
LEAVE 2  
Non-Exempt  
Exempt  
Ineligible  
10-Day Period  
Not Covered

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

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

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 Rehire  
Ineligible For Rehire

Provide Details of Separation Below:

COMMENTS (include work schedule if position is less than full-time): Per letter of resignation, effective July 2, 2004, Rose Miller will be leaving the Assessor's office due to finding new employment opportunity in Upper Kittitas County District Court.

As agreed by Iris & Linda, Rose's last day with the Assessor's will be 7/6/04.

she will start with UDC 7/6/04.

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

JOB TITLE: Legal Process Assistant II

DEPARTMENT NAME: Upper District Court

BUDGET NUMBER: A.

PERCENTAGE: A.

GRADING: 337

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

DATE  
BUDGET/PAYROLL  
DATE

DEPARTMENT HEAD/ELECTED OFFICIAL

HUMAN RESOURCES

COMMISSIONER #1

COMMISSIONER #2

COMMISSIONER #3

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date 1B  
Eval-Rating 1B  
S  
AA  
S  
Initial
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: Bowman
FIRST NAME: Desiree
EMPLOYEE #: 1513
HIRE DATE: 07/06/04
ADJ. HIRE (if different):

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: Flagger
OCCUP. CODE: 4801
UNION: 86
BASE WAGE: $12.00 HR

DEPARTMENT NAME: Public Works
BUDGET NUMBER: A. 106-54200

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

WORK WEEK:
- Traditional (Mon - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(k) exception

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)
- Layoff (L)
- Failure to Probation (P)
- Other (O)

REASON FOR SEPARATION:
- Performance (P)
- Attendance (A)
- Conduct (C)
- Other Employment (E)
- Personal (L)
- Other (O)

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

JOB TITLE:
OCCUP. CODE:
UNION:
BASE WAGE: $ __________

DEPARTMENT NAME:
BUDGET NUMBER:
A.
B.

PERCENTAGE:
% OF FULL TIME: __________
FTE WAGE (IF < 100%): __________

WORK WEEK:
- Traditional (Mon - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(k) exception

POSITION DATE:
GRADE:
STEP (for "step" employees): 5
PLACEMENT (for "range" employees):

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

DEPARTMENT HEAD / ELECTED OFFICIAL: Kathy Suggs
DATE: 07/06/04

HUMAN RESOURCES: ______________
DATE: 07/06/04

COMMISSIONER #1: ______________
DATE: 07/06/04

COMMISSIONER #2: ______________
DATE: 07/06/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/17/04
FOR HR USE: Eval Date _______ Eval Rating (EE - ID - S - AA - S) Initial _______
**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

**LAST NAME:** THARLDSON  
**FIRST NAME:** ERIC  
**EMPLOYEE #:** T1603  
**HIRE DATE:** 04/07/04  
**ADJ. HIRE (if different):**

**JOB TITLE:** VOLUNTEER/INTERN  
**OCCUP. CODE:** 9900  
**UNION:** 90  
**BASE WAGE:** $0

**DEPARTMENT NAME:** SHERIFF/KCCC

**BUDGET NUMBER:**

**POSITION DATE:** 04/07/04  
**WORK WEEK:**

**GRADE:** 900  
**STEP (for "step" employees):** 1  
**PLACEMENT (for "range" employees):**

**FOR HR USE:**

- [x] FOR HR USE
- [ ] Non-Exempt
- [ ] Exempt
- [ ] Net Covered
- [ ] 90-Day Period
- [ ] Laid-Off 1
- [ ] Laid-Off 2
- [ ] Leave 1
- [ ] Leave 2
- [ ] Not Covered
- [ ] 2nd Position
- [ ] Other

**OTHER COMP. (describe in "comments"):**

**FOR HR USE:**

**PER HOUR [ ] MONTH [ ] DAY**

**7-HOUR DAY [ ] 8-HOUR DAY**

**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)
- [ ] TERMINATION (Provide Separation Info)
- [ ] OTHER (Describe Below)

**TYPE OF SEPARATION:**

- [ ] DISCHARGE (D)
- [ ] RESIGNATION (Q)
- [ ] RETIRED (R)
- [ ] LAID OFF (L)
- [ ] FAIL PROBATION (P)
- [ ] OTHER (O)
- [ ] PERFORMANCE (P)
- [ ] ATTENDANCE (A)
- [ ] CONDUCT (C)
- [ ] OTHER EMPLOYMENT (E)
- [ ] PERSONAL (L)
- [ ] OTHER (O)

**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):** LEARNING AGREEMENT IS COMPLETED WITH CWU.

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

**JOB TITLE:**

**OCCUP. CODE:**

**UNION:**

**BASE WAGE:**

**DEPARTMENT NAME:**

**BUDGET NUMBER:**

**PER HOUR [ ] MONTH [ ] DAY**

**7-HOUR DAY [ ] 8-HOUR DAY**

**POSITION DATE:**

**WORK WEEK:**

**GRADE:**

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

**PLACEMENT (for "range" employees):**

**EFFECTIVE DATE:** 06/04/04

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

**DEPARTMENT HEAD / ELECTED OFFICIAL:**

**DATE:** 6/28/04

**BUDGET PAYROLL:**

**DATE:** 7/26/04

**HUMAN RESOURCES:**

**DATE:** 7/11/04

**COMMISSIONER #1:**

**DATE:** 7/11/04

**COMMISSIONER #3:**

**DATE:** 7/11/04

**IMPUTER #2:**

**DATE:** 7/11/04

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

**Updated:** 04/06/04
**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>Laur</td>
<td>Amritpal</td>
<td>41579</td>
<td>5-6-04</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>CWU Intern</td>
<td>9000</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosecuting Attorney</td>
</tr>
</tbody>
</table>

<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>

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW HIRe</td>
<td>CHANGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>MERIT / STEP</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>POSITION CHANGE</td>
<td>RETIRE (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>BUDGET CHANGE</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>LEAVE (List Type Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>TERMINATION (Provide Separation Info)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
</tbody>
</table>

**COMMENTS** (include work schedule if position is less than full-time): Amritpal completed her internship on June 18, 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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</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></td>
<td></td>
<td>A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.</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>
<th>COMMISSIONER #1</th>
<th>COMMISSIONER #2</th>
<th>COMMISSIONER #3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/18/04</td>
<td></td>
<td>7/16/04</td>
<td></td>
<td>7/16/04</td>
<td></td>
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**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

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

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

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>Jaffey</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>Courtney</td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td>C154</td>
</tr>
<tr>
<td>HIRE DATE</td>
<td>3-30-04</td>
</tr>
<tr>
<td>ADJ. HIRE (if different)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>CWU Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>Prosecuting Attorney</td>
</tr>
<tr>
<td>OCCUP. CODE</td>
<td>2400</td>
</tr>
<tr>
<td>UNION</td>
<td>90</td>
</tr>
<tr>
<td>BASE WAGE</td>
<td>$0</td>
</tr>
</tbody>
</table>

**SECTION 3: BUDGET NUMBER (COMPLETE IN FULL)**

<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>
</tbody>
</table>

**SECTION 5: 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>ADMINISTRATION (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>

**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>DEPARTMENT NAME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUDGET NUMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSITION DATE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- DEPARTMENT HEAD / ELECTED OFFICIAL: [Signature] 6.28.04
- BUDGET/PAYROLL: [Signature] 7/2/04
- HUMAN RESOURCES: [Signature] 7/1/04
- COMMISSIONER #1: [Signature] 7/10/04
- COMMISSIONER #2: [Signature] 7/10/04
- COMMISSIONER #3: [Signature] 7/10/04

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

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:** CONAN
- **FIRST NAME:** KATHLEEN
- **EMPLOYEE #:** C1625
- **HIRE DATE:** 06/30/04
- **ADJ. HIRE (if different):**

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

- **JOB TITLE:** VOLUNTEER
- **OCCUP. CODE:** 9900
- **UNION:** 90
- **BASE WAGE:** SNA $0

- **DEPARTMENT NAME:**
- **FOR HR USE**
  - Pres 1
  - Pers 2
  - Pers 3
  - Off 1
  - Off 2
  - Eligible
  - 90-Day Period
- **FOR HR USE**
  - Non-Exempt
  - Exempt
  - Not Covered
- **OTHER COMP.:** Longevity, Allowance, Other

- **BUDGET NUMBER:**
- **PERCENTAGE:**
- **% OF FULL TIME:**
- **FTB WAGE (IF < 100%):**

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

**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 HIRED
  - 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)

- Eligible For Rehire
- Ineligible For Rehire
  
  Provide Details of Separation Below

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

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

- **JOB TITLE:**
- **OCCUP. CODE:**
- **UNION:**
- **BASE WAGE:** $0

- **DEPARTMENT NAME:**
- **FOR HR USE**
  - Pers 1
  - Pers 2
  - Pers 3
  - Off 1
  - Off 2
  - Eligible
  - 90-Day Period
- **FOR HR USE**
  - Non-Exempt
  - Exempt
  - Not Covered
- **OTHER COMP.:** Longevity, Allowance, Other

- **BUDGET NUMBER:**
- **PERCENTAGE:**
- **% OF FULL TIME:**
- **FTB WAGE (IF < 100%):**

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

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

- **DEPARTMENT HEAD / ELECTED OFFICIAL:**
  - DATE: 7/1/04
  - SIGNATURE:

- **HUMAN RESOURCES:**
  - DATE: 7/1/04
  - SIGNATURE:

- **COMMISSIONER #1:**
  - DATE: 7/1/04
  - SIGNATURE:

- **COMMISSIONER #2:**
  - DATE: 7/1/04
  - SIGNATURE:

- **COMMISSIONER #3:**
  - DATE: 7/1/04
  - SIGNATURE:

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Initial
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYER (COMPLETE IN FULL)

LAST NAME: aRue
FIRST NAME: Sarah
EMPLOYEE #: G1427
HIRE DATE: 8-29-01

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: Legal Secretary I
DEPARTMENT NAME: Prosecuting Attorney
BUDGET NUMBER: A. 1290151001

POSITION DATE: 7-14-04
WORK WEEK: Standard (Sun - Sat)
GRADE: 40
STEP: (for "step" employees)
PLACEMENT: (for "range" employees)

OCCUP. CODE: 3405
UNION: 40
BASE WAGE: $1,931.00

SECTION 3: TYPE OF ACTION

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)

□ Eligible For Rehire
□ Ineligible For Rehire

COMMENTS (include work schedule if position is less than full-time):
Last day worked - 6/20/04. Employed through 7/14/04.

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

JOB TITLE: 
OCCUP. CODE: 
UNION: 
BASE WAGE: 

DEPARTMENT NAME: 
FOR HR USE: 
□ New Misc 
□ 200-12:12 
□ 200-12:13 

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

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

DEPARTMENT HEAD / Elected Official: 
DATE: 7/14/04
BUDGET/PAY RUN: 
DATE: 7/14/04

HUMAN RESOURCES: 
DATE: 7/14/04
COMMISSIONER #1: 
DATE: 7/14/04
COMMISSIONER #2: 
DATE: 7/14/04
COMMISSIONER #3: 
DATE: 7/14/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date: N/A  Eval Rating (1 = ID 5 = AA = 5) Initial:

Updated: 04/06/04
**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>S. ETTLETON</td>
<td>DANIEL</td>
<td>N1602</td>
<td>04/05/04</td>
<td></td>
</tr>
</tbody>
</table>

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

| JOB TITLE       | OCCUP. CODE | UNION | BASE WAGE |orsi
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEER/INTERN</td>
<td>9900</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP (describe in “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF/KCCC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<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>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORKWEEK</th>
<th>GRADE</th>
<th>STEP (for “step” employee)</th>
<th>PLACEMENT (for “range” employee)</th>
<th>FOR HR USE</th>
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<tbody>
<tr>
<td>04/07/04</td>
<td></td>
<td>900</td>
<td>1</td>
<td></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>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (F)</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 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>VOLUNTEER (9)</td>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMUNICATIONS (include work schedule if position is less than full-time):** LEARNING AGREEMENT IS COMPLETED WITH CWU.

**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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</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP (describe in “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF/KCCC</td>
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<td></td>
</tr>
</tbody>
</table>

<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>
<tr>
<td>B.</td>
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<th>WORKWEEK</th>
<th>GRADE</th>
<th>STEP (for “step” employee)</th>
<th>PLACEMENT (for “range” employee)</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>04/07/04</td>
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<td>900</td>
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<td>06/04/04</td>
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</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>
<td>7/1/04</td>
</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>7/1/04</td>
<td></td>
<td>7/10/04</td>
</tr>
</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>7/10/04</td>
<td></td>
<td>7/10/04</td>
</tr>
</tbody>
</table>

**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
Ilson
FIRST NAME
Justin
EMPLOYEE # 01621
HIRE DATE 6-24-04
ADJ. HIRE (if different) $0

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE CWU Intern
DEPARTMENT NAME Prosecutor
OCCUP. CODE 9900 UNION 90
BASE WAGE $0

SECTION 3: TYPE OF ACTION

FOR HR USE
Pers 1 Pers 2 Pers 3
Lev 1 Lev 2 Pers 360-Day Period
FOR HR USE
Non-Exempt Exempt
Not Covered
OTHER COMP. (describe in "comments")
Longevity Allowance
Stipend 2nd Position

PERCENTAGE
A.
% OF FULL TIME

FTE WAGE (IF < 100%)
$0

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

JOB TITLE
DEPARTMENT NAME
OCCUP. CODE
UNION
BASE WAGE $0

BUDGET NUMBER
A.
PERCENTAGE

B.
% OF FULL TIME

FTE WAGE (IF > 100%)

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

DEPARTMENT HEAD / ELECTRO OFFICIAL

HUMAN RESOURCES

COMMISSIONER #1

COMMISSIONER #2

COMMISSIONER #3

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
FOR HR USE: Eval Date 5/11
Eval Rating (3 = 1D = S = AA = St. Initial)
# KITITAS COUNTY PERSONNEL ACTION FORM (PAF)

## SECTION 1: EMPLOYEE (COMPLETE IN FULL)

**LAST NAME**
COX

**FIRST NAME**
LINDA

**EMPLOYEE #**
C1548

**HIRE DATE**
7/30/03

**ADJ. HIRE (if different)**

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

**JOB TITLE**
TAX ROLL DEPUTY

**DEPARTMENT NAME**
TREASURER'S OFFICE

**OCCUP. CODE**
3261

**UNION**
20

**BASE WAGE**
$1,777

**FOR HR USE**

- Per 1
- Per 2
- Per 3
- Leave 1
- Leave 2
- Leave 3
- FMLA
- 2nd Period

**FOR HR USE**

- Non-Exempt
- Exempt
- Not Covered

**OTHER COMP. (describe in comments)**

- Longevity
- Sipend
- 2nd Position

## 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
- RR-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 (O)
- 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

**Provide Details of Separation Below:***

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

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

**JOB TITLE**

**OCCUP. CODE**

**UNION**

**BASE WAGE**
$1,816

**FOR HR USE**

- Per 1
- Per 2
- Per 3
- Leave 1
- Leave 2
- Leave 3
- FMLA
- 2nd Period

**FOR HR USE**

- Non-Exempt
- Exempt
- Not Covered

**OTHER COMP. (describe in comments)**

- Longevity
- Sipend
- 2nd Position

**BUDGET NUMBER**

**PERCENTAGE**

**% OF FULL TIME**

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

**WORK PER**
- HOUR
- MONTH
- DAY

**POSITION DATE**
7/30/03

**WEEK**
- Monday - Friday
- Alternate (2nd - 3rd)
- 2073 exc. exception

**GRADE**
361

**STEP (for "step" employees)**
2

**PLACEMENT (for "range" employees)**

**FOR HR USE**

**EFFECTIVE DATE**
8/1/04

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

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**DATE**

**BUDGETPAY ROLL**

**DATE**

**HUMAN RESOURCES**

**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 (If Applicable) Rating (IE - ID = AA - S) Initials
**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>Schumaier</td>
<td>Melissa</td>
<td>5154</td>
<td>6/21/04</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>EH Student Intern</td>
<td>9900</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**
Public Health

**BUDGET NUMBER**

A.  

B.  

**POSITION DATE**
6/21/04

**WORKWEEK**
- Standard (Sun – Sat)
- Alternate (Fri Noon – Fri Noon)
- 20(2) exception

**GRADE**
9000

**STEP (for “step” employees)**
1

**PERCENTAGE**

**% OF FULL TIME**

**MOUNT WAGES (IF < 100%)**

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

**OTHER COMP. (describe in “comments”)**
- Longevity
- Allowance
- 3rd Position

**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>

**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)**

- Eligible For Rehire
- Ineligible For Rehire

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**

A.  

B.  

**POSITION DATE**
6/21/04

**WORKWEEK**
- Standard (Sun – Sat)
- Alternate (Fri Noon – Fri Noon)
- 20(2) exception

**GRADE**
9000

**STEP (for “step” employees)**
1

**PLACEMENT (for “range” employees)**

**% OF FULL TIME**

**MOUNT WAGES (IF < 100%)**

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

**OTHER COMP. (describe in “comments”)**
- Longevity
- Allowance
- 3rd Position

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

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**HUMAN RESOURCES**

**COMMISSIONER #1**

**COMMISSIONER #2**

**COMMISSIONER #3**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date 1/1/04 Eval Rating (1-10 grid) (AA – 8) initials
**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>CAILES</td>
<td>GARY</td>
<td>B0054</td>
<td>06/28/04</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**

TEMP. OIL DISTRIBUT. OPER.

**DEPARTMENT NAME**

PUBLIC WORKS

**BUDGET NUMBER**

A. 106-54200

**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></td>
<td></td>
<td>$36.20 HR</td>
</tr>
</tbody>
</table>

**FOR HR USE**

- Pen 1
- Pen 2
- Pen 3
- Leaf 1
- Leaf 2
- 90-Day Period

**FOR HR USE**

- Non-Exempt
- Exempt
- Not Covered

**OTHER COMP. (describe in "comments")**

- Longevity
- Stipend
- 2nd Position

**PERCENTAGE**

A. 100%

**% OF FULL TIME**


**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>

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

- 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)

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

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

- Eligible For Rehire
- Ineligible For Rehire

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

Hired as Temporary Oil Distributor Operator beginning June 28, 2004. Employment is week to week and expected to end on or before July 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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>06/28/04</td>
<td>Standard (Sun - Sat)</td>
<td></td>
<td></td>
<td></td>
<td>6/28/04</td>
</tr>
</tbody>
</table>

**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 (1- ID - 5 - 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>DICK</td>
<td>Mary</td>
<td>D1624</td>
<td>6/28/04</td>
<td></td>
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</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>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pers 1</td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>Pers 2</td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>Pers 3</td>
<td>2nd Position</td>
</tr>
<tr>
<td></td>
<td>Leaf 1</td>
<td>Stipend</td>
</tr>
<tr>
<td></td>
<td>Leaf 2</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Ineligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90-Day Period</td>
<td></td>
</tr>
</tbody>
</table>

<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>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORKWEK</th>
<th>GRADE</th>
<th>STEP (for “step” employees)</th>
<th>PLACEMENT (for “range” employees)</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**TYPE OF ACTION**

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

**COMMENTs (include work schedule if position is less than full-time):** 19 hrs per week grant funded position. Schedule will vary by week. Grant expires 06/30/04

**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>Work Crew Supervisor</td>
<td>2860</td>
<td>87</td>
<td>$10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juvenile</td>
<td>Pers 1</td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>Pers 2</td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>Pers 3</td>
<td>2nd Position</td>
</tr>
<tr>
<td></td>
<td>Leaf 1</td>
<td>Stipend</td>
</tr>
<tr>
<td></td>
<td>Leaf 2</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Ineligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90-Day Period</td>
<td></td>
</tr>
</tbody>
</table>

<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>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORKWEK</th>
<th>GRADE</th>
<th>STEP (for “step” employees)</th>
<th>PLACEMENT (for “range” employees)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/28/04</td>
<td></td>
<td>260</td>
<td>1</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>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>William H. Holm</td>
<td>6/9/07</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUMAN RESOURCES</td>
<td>7/1/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMISSIONER #1</td>
<td>7/1/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMISSIONER #2</td>
<td>7/1/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date: N/A, Eval Rating (IE - ID - S - AA - S) Initial: _
### KITITAS COUNTY PERSONNEL ACTION FORM (PAF)

#### SECTION 1: EMPLOYEE (COMPLETE IN FULL)
- **Last Name:** Yanamn
- **First Name:** Jillana
- **Employee #:** V1557
- **Hire Date:** 11-24-03
- **Adj. Hire (if different):**

#### SECTION 2: CURRENT STATUS (COMPLETE IN FULL)
- **Job Title:** Intern
- **Occ. Code:** 2867
- **Union:** 87
- **Base Wage:** $10
- **For HR Use:**
  - For HR Use
  - 87
  - 207K
  - 87

#### SECTION 3: TYPE OF ACTION
- **Employee Type:**
  - [ ] Full-Time (1)
  - [ ] Part-Time (2)
  - [ ] Limited Part-Time (3)
  - [ ] Temporary (4)
  - [ ] Casual (5)
  - [ ] Seasonal (6)
  - [x] Project (7)
  - [x] Work Study (8)
  - [x] 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)
  - [ ] Layoff (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):**

- Please see attached letter of resignation.

#### SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)
- **Job Title:**
- **Occ. Code:**
- **Union:**
- **Base Wage:**

- **For HR Use:**
  - For HR Use
  - 87
  - 207K

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

- **Position Date:**
  - [ ] Standard (Sun - Sat)
  - [ ] Alternate (Fri Noon - Fri Noon)
  - [ ] 207K Exception

- **Workweek:**
  - [ ] Standard (Sun - Sat)
  - [ ] Alternate (Fri Noon - Fri Noon)
  - [ ] 207K Exception

- **Grade:**
- **Step (for "step" employees):**
- **Placement (for "range" employees):**

- **Per Hour:**
- **Month:**
- **Day:**

- **Effective Date:** 6-1-04

#### SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)
- **Department Head / Elected Official:**
- **Date:**
- **Budget/Tax Roll:**
- **Date:**

- **Human Resources:**
  - **Commissioner #1:**
    - **Date:** 7/1/04
  - **Commissioner #2:**
    - **Date:** 7/1/04
  - **Commissioner #3:**
    - **Date:** 7/1/04

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

For HR Use: Eval Date: [ ] Eval Rating (WF: 0 - AA = 5) Initial
Melinda Charlton is resigning her position of Administrative Assistant on July 2, 2004, to take a new job with the Ellensburg Chamber of Commerce.
**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>NIELL</td>
<td>KATHY</td>
<td>O1512</td>
<td>03/29/04</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>FLAGGER</td>
<td>4801</td>
<td>86</td>
<td>$12.00 HR</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

PUBLIC WORKS

**BUDGET NUMBER**

A. 106-54200

**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>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>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td></td>
<td>POSITION CHANGE</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td></td>
<td>(Describe Below)</td>
<td>FAIL PROBATION (F)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td></td>
<td>BUDGET CHANGE</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td></td>
<td>(Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Eligible For Rehire**

**Ineligible For Rehire**

Provide Details of Separation Below

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

EMPLOYEE NOTIFIED LO. CO. RD SUPV, JIM VAN DE VENTER, THAT SHE WAS RESIGNING IMMEDIATELY FOR PERSONAL REASONS (CHILDREN).

**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**

**BUDGET NUMBER**

A. 

**PERCENTAGE**

A. 

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

**DEPARTMENT HEAD / ELECTED OFFICIAL**

KATHY JENSEN

DATE: 06/30/04

**HUMAN RESOURCES**

DATE: 06/30/04

**COMMISSIONER #1**

DATE: 7/6/04

**COMMISSIONER #2**

DATE: 7/16/04

**COMMISSIONER #3**

DATE: 7/16/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

For HR Use: Eval Date [ ] Eval Rating (E - ID - S - AA - S) Initial [ ]

Updated: 03/17/04
**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>ORRISON</td>
<td>Charles</td>
<td>M157</td>
<td>12/15/03</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>Probation Intern</td>
<td>9900</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Misdemeanant

**BUDGET NUMBER**

A.

**PERCENTAGE**

A.

**% OF FULL TIME**

B.

**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</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td>BUDGET CHANGE</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td>(Describe Below)</td>
<td>OTHER (O)</td>
<td>OTHER (D)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>LEAVE (List Type Below)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>Provide Details of Separation Below</td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS (include work schedule if position is less than full-time):** Student Intern working under second Cooperative Education Learning Agreement through CWU. Academic quarter completed

**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 &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pers 1</td>
<td>Pers 2</td>
<td>Loneliness</td>
</tr>
<tr>
<td></td>
<td>Leav 1</td>
<td>Leav 2</td>
<td>Stipend</td>
</tr>
<tr>
<td></td>
<td>Insig/ile</td>
<td>90-Day Period</td>
<td>Position</td>
</tr>
<tr>
<td></td>
<td>Non-Exempt</td>
<td>Exempt</td>
<td></td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**

A.

**PERCENTAGE**

A.

**% OF FULL TIME**

B.

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

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD/ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/BYROLL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>William D. Holmes</td>
<td>6/29/04</td>
<td></td>
<td>7/1/04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/04</td>
<td></td>
<td>7/1/04</td>
</tr>
</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>7/1/04</td>
<td></td>
<td>7/1/04</td>
</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date [ ] Eval Rating (1D - 9A - 5S - 3R - ?) 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>
</tr>
</thead>
<tbody>
<tr>
<td>ITCHELL</td>
<td>PAMELA</td>
<td>M1604</td>
<td>04/08/04</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>VOLUNTEER/INTERN</td>
<td>9900</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

SHERIFF/KCCC

**BUDGET NUMBER**

A. 

PERCENTAGE

A. 

% OF FULL TIME

$0

**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>VOLUNTEER (8)</td>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Eligible For Rehire*  
*Ineligible For Rehire*

**Sections 4 & 5:**

**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>
</table>

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

**DEPARTMENT HEAD ELECTED OFFICIAL**

**HUMAN RESOURCES**

**MISSIONER #2**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

*LEARNING AGREEMENT IS COMPLETED WITH CWU.*

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

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: POSTICK
FIRST NAME: KELLY
EMPLOYEE #: B1480
HIRE DATE: 7/5/02
ADJ. HIRE (if different)

JOB TITLE: TAX WARRANT DEPUTY
OCCUP. CODE: 3263
UNION: 20
BASE WAGE: $1,866

DEPARTMENT NAME: TREASURER'S OFFICE

BUDGET NUMBER:
A. 
B. 

PERCENTAGE: 100%
% OF FULL TIME: 

FOR HR USE:
Non-Exempt

OTHER COMP. (describe in "comments"): 

FOR HR USE:

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

PER HOUR MONTH DAY A. 7-HOUR DAY 8-HOUR DAY

POSITION DATE: 7/2/03

WORKWEEK: Standard (Sun - Sat)

GRADE: 363

STEP (for "step" employees): 2

PLACEMENT (for "range" employees)

FOR HR USE:

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE: FULL-TIME (1)

EMPLOYEE ACTION:

TYPE OF SEPARATION:

REASON FOR SEPARATION:

Eligible For Rehire
Ineligible For Rehire

Provide Details of Separation Below

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

JOB TITLE:

OCCUP. CODE:

UNION:

BASE WAGE: $1,906

DEPARTMENT NAME:

BUDGET NUMBER:
A. 
B. 

PERCENTAGE:

% OF FULL TIME:

FOR HR USE:

FOR HR USE:

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

DEPARTMENT HEAD / ELECTED OFFICIAL:

DATE: 7/1/04

BUDGET/PAYROLL:

DATE: 7/1/04

HUMAN RESOURCES:

DATE: 7/1/04

COMMISSIONER #1:

DATE: 7/1/04

COMMISSIONER #2:

DATE: 7/1/04

COMMISSIONER #3:

DATE: 7/1/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date (E = 6) - Initial Rating (E = 1D - S = 5) - Initial A #
**Kittitas County Personnel Action Form (PAF)**

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

- **Last Name:** undquist
- **First Name:** Amanda
- **Employee #:** L11608
- **Hire Date:** 6/1/04
- **Adj. Hire (if different):**

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

- **Job Title:** Data Processing
- **Occup. Code:** EX 01
- **Union:** 14
- **Base Wage:** $7.50
- **Department Name:** Fair
- **Budget Number:** A. 510-1-109251003

### 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.)


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

- **Department Name:**
- **Budget Number:** A.

### 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: 04/06/04

For HR Use: Eval Date "Eval Rating [1E=10] S-XX-S"/Title
<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>06-28-04</td>
<td>Notice of Public Meeting</td>
<td>Regarding the Modifications of a RCRA Part B Permit for a Hazardous Waste Management Facility</td>
<td></td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>06-28-04</td>
<td>Newsletter</td>
<td>Puget Sound Regional Council at Work</td>
<td></td>
<td></td>
<td>Puget Sound Regional Council</td>
</tr>
<tr>
<td>06-28-04</td>
<td>Notice of Liquor Application</td>
<td>Old #3 Restaurant</td>
<td></td>
<td></td>
<td>State of Washington Liquor Control Board</td>
</tr>
<tr>
<td>06-28-04</td>
<td>Letter from Benton and Yakima County</td>
<td>Joint Hearing on the Yakima Basin Watershed Plan</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments-CDS</td>
</tr>
<tr>
<td>06-28-04</td>
<td>Letter from US Department of Ag-Forest Service</td>
<td>Postpone July PAC Field Trip</td>
<td></td>
<td></td>
<td>US Department of Ag-Forest Service</td>
</tr>
<tr>
<td>06-28-04</td>
<td>Letter from Jon Rawlings</td>
<td>Singer Construction decision made by David Taylor</td>
<td>Copy to Each Commissioner and CDS</td>
<td></td>
<td>Kittitas County Departments-CDS</td>
</tr>
<tr>
<td>06-28-04</td>
<td>Memo from CDS-Jan Sharar</td>
<td>Application for Conditional Use Permit-Dog Grooming and Bathing Business in the Ag 20 Zone off of Rader Road</td>
<td></td>
<td></td>
<td>Kittitas County Departments-CDS</td>
</tr>
<tr>
<td>06-29-04</td>
<td>Petition for Review of Land Use Decision</td>
<td>Cecile Woods v. Kittitas Count, Evergreen Meadows LLC, Stuart Ridge LLC, Steele Vista LLC and Cle Elum’s Sapphire Skies, LLC</td>
<td></td>
<td></td>
<td>Lawsuits</td>
</tr>
<tr>
<td>06-30-04</td>
<td>Email from Paul Bennett</td>
<td>Mountain Star Bonding</td>
<td>Copy sent to each commissioner</td>
<td></td>
<td>Kittitas County Departments-DPW</td>
</tr>
<tr>
<td>06-30-04</td>
<td>Email from Sande De Salles</td>
<td>Kittitas County Fair Entertainment Book, Message from the Board</td>
<td></td>
<td></td>
<td>Kittitas County Departments-Fair</td>
</tr>
<tr>
<td>06-30-04</td>
<td>Letter to the Kittitas County Veteran’s Coalition</td>
<td>Requesting Assistance</td>
<td></td>
<td></td>
<td>Kittitas County Departments-Health</td>
</tr>
<tr>
<td>06-30-04</td>
<td>Memo from CDS-Jan Sharar</td>
<td>Baker Rezone Forest and Range to Ag 3 Peoh Point Road</td>
<td></td>
<td></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>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>07-01-04</td>
<td>Notice from the Department of Ecology</td>
<td>Schultz-Wautoma transmission Line Project</td>
<td></td>
<td></td>
<td>U S Department of Ecology</td>
</tr>
<tr>
<td>07-01-04</td>
<td>Agenda from the State of Washington Forest Practices Board</td>
<td>Rule Development Agenda July-December 2004</td>
<td>Copy to Bruce</td>
<td></td>
<td>State of Washington Forest Practices Board</td>
</tr>
<tr>
<td>07-01-04</td>
<td>Letter from Washington Finance Officers Association</td>
<td>Judy Pless has earned the Professional Finance Office Award for the State of Washington</td>
<td></td>
<td></td>
<td>Kittitas County Departments-Auditor</td>
</tr>
<tr>
<td>07-01-04</td>
<td>Newsletter</td>
<td>Building Today-Central Washington Homebuilders</td>
<td></td>
<td></td>
<td>Central Washington Homebuilders Association</td>
</tr>
<tr>
<td>07-01-04</td>
<td>Minutes</td>
<td>Kittitas County Housing Authority</td>
<td></td>
<td></td>
<td>Boards, Committee and Commissions Binder</td>
</tr>
<tr>
<td>07-01-04</td>
<td>Email from Sophia Byrd</td>
<td>Letter from State Office of Public Defense</td>
<td></td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>07-01-04</td>
<td>Memo from Kirk Eslinger to Don Boxford</td>
<td>Local 792- Comp Time</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments-HR</td>
</tr>
<tr>
<td>07-02-04</td>
<td>Request to Appeal</td>
<td>Washington State Grange v. Evans-For our Records</td>
<td></td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
</tr>
<tr>
<td>07-02-04</td>
<td>Informational Booklet</td>
<td>Department of Neighborhoods: Involving All Neighbors</td>
<td></td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>07-02-04</td>
<td>Fax from Mary Burke</td>
<td>Ranch Road Adoption</td>
<td>Copy to Each Commissioners and Agenda Files</td>
<td></td>
<td>Kittitas County-CDS</td>
</tr>
</tbody>
</table>