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

<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>REVIEWED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Personnel Action Forms (PAF's) – request for approval &amp; signature</td>
<td>APPROVED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Vouchers-Request for Signature</td>
<td>APPROVED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Rodeo Tickets</td>
<td>To discuss at a later date</td>
<td>NA</td>
</tr>
<tr>
<td>Travel Authorization</td>
<td>APPROVED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>07-26-04</td>
<td>Minutes</td>
<td>Housing Authority of Kittitas County</td>
</tr>
<tr>
<td>07-26-04</td>
<td>Newsletter</td>
<td>Department of Ecology-Boeing Company Everett Plant</td>
</tr>
<tr>
<td>07-26-04</td>
<td>Notice from the Washington Utilities &amp; Transportation Commission</td>
<td>Gas Pipeline Safety Rulemaking-Chapter 480-93 WAC Notice of Proposed Rule Adoption Hearing</td>
</tr>
<tr>
<td>07-26-04</td>
<td>Newsletter</td>
<td>Puget Sound Regional Coordination At Work</td>
</tr>
<tr>
<td>07-26-04</td>
<td>Letter from Jim De Vere, Mayor of South Cle Elum</td>
<td>Upper Kittitas County Rezone Concerns</td>
</tr>
<tr>
<td>07-26-04</td>
<td>Bankruptcy Court Order</td>
<td>Olympic Pipeline Company</td>
</tr>
<tr>
<td>07-27-04</td>
<td>Email from Barbara Warden</td>
<td>Columbia River Initiative</td>
</tr>
<tr>
<td>07-27-04</td>
<td>Emails from Dale Warriner</td>
<td>Lauderdale Fire Updates</td>
</tr>
<tr>
<td>07-27-04</td>
<td>Email from Max Benitz</td>
<td>Final Deliverable Yakima Plan and Kittitas Concerns</td>
</tr>
<tr>
<td>07-27-04</td>
<td>Report</td>
<td>Washington State Housing Finance Commission</td>
</tr>
<tr>
<td>07-27-04</td>
<td>Letter from State of WA Workforce Training and Education Coordinating Board</td>
<td>Secondary Career and Technical Education Works Survey</td>
</tr>
<tr>
<td>07-27-04</td>
<td>Email from Max Benitz</td>
<td>Joint Hearing Comments</td>
</tr>
<tr>
<td>07-27-04</td>
<td>Email from Dale Warriner</td>
<td>Lauderdale Fire Evacuation Order Lifted</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Email from Dale Warriner</td>
<td>Lauderdale Fire Final Update 7-28</td>
</tr>
<tr>
<td>Date</td>
<td>Item</td>
<td>Subject</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Letter from Jim Stewart</td>
<td>Thomas Quarry Site Observations</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Memo from WASPC</td>
<td>Crime In Washington State 2003 Annual Report</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Email from Cris McEwen</td>
<td>Klickitat County not available for Joint Meeting</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Meeting Request</td>
<td>South Eastern Washington Service Center of the Deaf and Hard of Hearing - Robert Vizzini, Director would like to meet with the BOCC</td>
</tr>
<tr>
<td>7-28-04</td>
<td>Memo from CDS-Clay White</td>
<td>SEPA Notice of Action-Calvary Baptist Church</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Memo from CDS-Clay White</td>
<td>Notice of Application-Wind Resource Development Permit-Wildhorse Wind Power Project</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Emails</td>
<td>Forward Correspondence from Max Bentiz with regard to the Watershed Joint Meeting</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Email from Jim Milton</td>
<td>Joint county Hearing Cancelled Possible Dates to Reschedule: August 25th, September 1st, September 8th</td>
</tr>
<tr>
<td>07-28-04</td>
<td>Email from Chris McEwen</td>
<td>Klickitat Co. can only meet September 8th</td>
</tr>
<tr>
<td>07-29-04</td>
<td>Memo from EES</td>
<td>Yakima Watershed Plan Adoption</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>07-29-04</td>
<td>Notice of Complaint</td>
<td>Ronald Mill Site One and Two v. Kittitas County</td>
</tr>
<tr>
<td>07-29-04</td>
<td>Notice of Voluntary Dismissal of Kittitas County</td>
<td>Olympic Pipeline Company</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departments-Commissioners</td>
</tr>
<tr>
<td>07-29-04</td>
<td>Notice of Complaint for</td>
<td>Mountainstar Resort</td>
</tr>
<tr>
<td></td>
<td>Declaratory and Injunctive Relief</td>
<td>Development v. Kittitas County</td>
</tr>
<tr>
<td></td>
<td>and to Quiet Title</td>
<td></td>
</tr>
<tr>
<td>08-02-04</td>
<td>Emails from Troy Kinghorn</td>
<td>Fire Updates in Elk Heights</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departments-Commissioners</td>
</tr>
</tbody>
</table>
KITTITAS COUNTY
TRAVEL AUTHORIZATION

Request for out of county travel at county expense for Derald Gaidos, Fire Marshal
Region 7 funds will pay for lodging, registration & meals.

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

10/26/04 - 10/29/04 to Stevenson, WA

Date

Destination

Purpose of this trip Annual WASFM Fire Marshal Roundtable

Signed this 26th day of July, 2004

Approved

Allison Kimbell

Department Head signature

This request approved by the Board of County Commissioners on this 2nd day of August, 19

Distribution:

1 Original sent to commissioners for approval - clerk of the board's copy.

2 Yellow left attached for commissioners approval - will be returned to department.

3 Pink left attached for commissioners approval - will be returned to department. ALSO, to be attached to travel reimbursement request.
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 ___07-30-04___ 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 # 810145943 through 810146024 in the amount of $___2,772.89____.

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 _01-27-04_ 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 # _810145730_ through _810145733_ in the amount of $ _1,049.88_.

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 __07-27-04__ 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 # 810145683 through 810145686 in the amount of $1,049.88. 810145579 810145595

Auditing officer's notes: ____________________________

_________________________________________________________________________________________.

Commissioner Remarks:

_________________________________________________________________________________________

_________________________________________________________________________________________.

Voiced Warrants
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 ______07/26/04______ 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 #__81014829___ through __81014829___ in the amount of $____153.99______.

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 07-26-04 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 # 810145728 through 81015728 in the amount of $153.99.

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 __07-30-04__ 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 # __810145925 through 810145939__ in the amount of $__168,246.28__.

Auditing officer’s notes:

________________________________________

________________________________________

________________________________________

Commissioner Remarks:

________________________________________

________________________________________

________________________________________
**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>Ugni</td>
<td>Angela</td>
<td>B1634</td>
<td>8-9-04</td>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Secretary I</td>
<td>3405</td>
<td>40</td>
<td>$1820.00</td>
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</table>

**DEPARTMENT NAME**

Prosecuting Attorney

**BUDGET NUMBER**

A. 1290151001

**PERCENTAGE**

A. 100%

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

$  

**POSITION DATE**

8-9-04

**WORK WEEK**

Standard (Mon - Sat)

**GRADE**

305

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

6

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>FULL-TIME (1)</th>
<th>PART-TIME (2)</th>
<th>LIMITED PART-TIME (3)</th>
<th>TEMPORARY (4)</th>
<th>CASUAL (5)</th>
<th>SEASONAL (6)</th>
<th>PROJECT (7)</th>
<th>WORK STUDY (8)</th>
<th>VOLUNTEER (9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW HIRE</td>
<td>RE-HIRE</td>
<td>MERIT / STEP</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>LEAVE (List Type Below)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>OTHER (Describe Below)</td>
<td></td>
</tr>
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</table>

**TYPE OF SEPARATION**

<table>
<thead>
<tr>
<th>DISCHARGE (D)</th>
<th>RESIGNATION (Q)</th>
<th>RETIRED (R)</th>
<th>LAID OFF (L)</th>
<th>FAIL PROBATION (P)</th>
<th>OTHER (O)</th>
</tr>
</thead>
</table>

**REASON FOR SEPARATION**

<table>
<thead>
<tr>
<th>PERFORMANCE (P)</th>
<th>ATTENDANCE (A)</th>
<th>CONDUCT (C)</th>
<th>OTHER EMPLOYMENT (E)</th>
<th>PERSONAL (L)</th>
<th>OTHER (O)</th>
</tr>
</thead>
</table>

**Eligible For Rehire**

<table>
<thead>
<tr>
<th>Eligible For Rehire</th>
<th>Ineligible For Rehire</th>
</tr>
</thead>
</table>

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

**DEPARTMENT NAME**

<table>
<thead>
<tr>
<th>FOR HR USE</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>Pens 1</td>
<td>Pens 2</td>
<td>Pens 3</td>
<td>Longevity</td>
</tr>
<tr>
<td>Leaf 1</td>
<td>Leaf 2</td>
<td></td>
<td>Allowance</td>
</tr>
<tr>
<td>Ineligible</td>
<td></td>
<td></td>
<td>Stipend</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2nd Position</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**

A. 

**PERCENTAGE**

A.  

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

$  

**POSITION DATE**

8-9-04

**WORK WEEK**

Standard (Mon - Sat)

**GRADE**

305

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

6

**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 1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</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 11. Eval Rating (1E - 1D - 8 - AA - 8) Initial.
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

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

**LAST NAME**

**FIRST NAME**

**EMPLOYEE #**

**HIRE DATE**

**ADJ. HIRE (if different)**

**JOB TITLE**

Outreach Volunteer

**OCCUP. CODE**

9900

**UNION**

90

**BASE WAGE**

$0

**DEPARTMENT NAME**

Public Health

**BUDGET NUMBER**

**A.**

**PERCENTAGE**

**% OF FULL TIME**

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

$0

**WORKSHEET**

**WORK WEEK**

- 7-HOUR DAY
- 8-HOUR DAY

**GRADE**

900

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

i

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

**FOR HR USE**

- Other Comp. (describe in "comments")
  - Longevity
  - Allowance
  - Spendi
  - 2nd Position
- Other

**COMMENT**

Lupe Estron is a volunteer working in our HIV/AIDS Outreach program for 2 days every other week through the end of August.

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

**JOB TITLE**

Outreach Volunteer

**OCCUP. CODE**

9900

**UNION**

90

**BASE WAGE**

$0

**DEPARTMENT NAME**

Public Health

**BUDGET NUMBER**

**A.**

**PERCENTAGE**

**% OF FULL TIME**

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

$0

**WORKSHEET**

**WORK WEEK**

- 7-HOUR DAY
- 8-HOUR DAY

**GRADE**

900

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

i

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

**FOR HR USE**

- Other Comp. (describe in "comments")
  - Longevity
  - Allowance
  - Spendi
  - 2nd Position
- Other

**COMMENT**

Lupe Estron is a volunteer working in our HIV/AIDS Outreach program for 2 days every other week through the end of August.

**SECTION 3: TYPE OF ACTION**

**EMPLOYEE TYPE**

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

**EMPLOYEE ACTION**

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

**TYPE OF SEPARATION**

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

**REASON FOR SEPARATION**

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

**COMMENT**

Provide Details of Separation Below

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

**JOB TITLE**

**OCCUP. CODE**

9900

**UNION**

90

**BASE WAGE**

$0

**DEPARTMENT NAME**

Public Health

**BUDGET NUMBER**

**A.**

**PERCENTAGE**

**% OF FULL TIME**

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

$0

**WORKSHEET**

**WORK WEEK**

- 7-HOUR DAY
- 8-HOUR DAY

**GRADE**

900

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

i

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

**FOR HR USE**

- Other Comp. (describe in "comments")
  - Longevity
  - Allowance
  - Spendi
  - 2nd Position
- Other

**COMMENT**

Lupe Estron is a volunteer working in our HIV/AIDS Outreach program for 2 days every other week through the end of August.

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

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**DATE**

7/29/04

**BUDGET/PAYROLL**

**DATE**

7/29/04

**HUMAN RESOURCES**

**DATE**

7/3/04

**COMMISSIONER #1**

**DATE**

7/3/04

**COMMISSIONER #2**

**DATE**

7/3/04

**COMMISSIONER #3**

**DATE**

7/3/04

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date 5/10 Eval Rating (E - 10 - S - AA - S) Initial
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME
OWMAN

FIRST NAME
DESIREE

EMPLOYEE #
B1513

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

FOR HR USE

Pen 1
Pen 2
Pen 3
Leaff 1
Leaff 2
Ineligible
60-Day Period
Non-Exempt
Exempt
Emega
Not Covered

FOR HR USE

Other Comp. (describe in "Comments")

Longevity
Allowance
Stipend
2nd Position

OTHER COMP. (describe in "Comments")


BUDGET NUMBER
A. 106-54200

PERCENTAGE
A. 100%

% OF FULL TIME

FTE WAGE (IF < 100%)


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

POSITION DATE
07/06/04

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

GRADE
401

STEP (for "step" employees)
5

PLACEMENT (for "range" employees)

FOR HR USE


SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE

EMPLOYEE ACTION

TYPE OF SEPARATION

REASON FOR SEPARATION

☑ 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
Eligible For Rehire

Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time): EMPLOYEE FAILED TO REPORT FOR WORK ON 07/06/04, NOR DID SHE CONTACT THE ROAD SUPERVISOR OF HER ABSENCE. DESIREE BOWMAN IS INELIGIBLE FOR HIRE IN THE FUTURE.

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

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE


DEPARTMENT NAME

FOR HR USE

Pen 1
Pen 2
Pen 3
Leaff 1
Leaff 2
Ineligible
60-Day Period
Non-Exempt
Exempt
Emega
Not Covered

FOR HR USE

OTHER COMP. (describe in "Comments")

Longevity
Allowance
Stipend
2nd Position

OTHER COMP. (describe in "Comments")


BUDGET NUMBER
A.

PERCENTAGE
A.

% OF FULL TIME

FTE WAGE (IF < 100%)


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

POSITION DATE
07/06/04

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

GRADE

STEP (for "step" employees)

PLACEMENT (for "range" employees)

EFFECTIVE DATE
07/06/04

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

[Signatures]

HUMAN RESOURCES

COMMISSIONER #1

COMMISSIONER #2

COMMISSIONER #3

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 03/17/04

FOR HR USE: Eval Date N/A Eval Rating (IE - ID - S - AA - S) Initial ___
<table>
<thead>
<tr>
<th>Section 1: Employee (Complete in Full)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td><strong>Employee #</strong></td>
</tr>
<tr>
<td><strong>Hire Date</strong></td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
</tr>
<tr>
<td><strong>Department Name</strong></td>
</tr>
<tr>
<td><strong>Budget Number</strong></td>
</tr>
<tr>
<td><strong>Percentage</strong></td>
</tr>
<tr>
<td><strong>FTE Wage (If &lt; 100%)</strong></td>
</tr>
<tr>
<td><strong>Placement (For &quot;range&quot; employees)</strong></td>
</tr>
<tr>
<td><strong>Type of Action</strong></td>
</tr>
<tr>
<td>Full-Time (1)</td>
</tr>
<tr>
<td>Part-Time (2)</td>
</tr>
<tr>
<td>Limited Part-Time (3)</td>
</tr>
<tr>
<td>Temporary (4)</td>
</tr>
<tr>
<td>Casual (5)</td>
</tr>
<tr>
<td>Seasonal (6)</td>
</tr>
<tr>
<td>Project (7)</td>
</tr>
<tr>
<td>Work Study (8)</td>
</tr>
<tr>
<td>Volunteer (9)</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2: Current Status (Complete in Full)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OCCUP. CODE</strong></td>
</tr>
<tr>
<td><strong>UNION</strong></td>
</tr>
<tr>
<td><strong>BASE WAGE</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3: Type of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Action</strong></td>
</tr>
<tr>
<td>Full-Time (1)</td>
</tr>
<tr>
<td>Part-Time (2)</td>
</tr>
<tr>
<td>Limited Part-Time (3)</td>
</tr>
<tr>
<td>Temporary (4)</td>
</tr>
<tr>
<td>Casual (5)</td>
</tr>
<tr>
<td>Seasonal (6)</td>
</tr>
<tr>
<td>Project (7)</td>
</tr>
<tr>
<td>Work Study (8)</td>
</tr>
<tr>
<td>Volunteer (9)</td>
</tr>
<tr>
<td><strong>Reason for Separation</strong></td>
</tr>
<tr>
<td>Full-Time (1)</td>
</tr>
<tr>
<td>Part-Time (2)</td>
</tr>
<tr>
<td>Limited Part-Time (3)</td>
</tr>
<tr>
<td>Temporary (4)</td>
</tr>
<tr>
<td>Casual (5)</td>
</tr>
<tr>
<td>Seasonal (6)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4: New Status (Enter only data to be changed)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
</tr>
<tr>
<td><strong>OCCUP. CODE</strong></td>
</tr>
<tr>
<td><strong>UNION</strong></td>
</tr>
<tr>
<td><strong>BASE WAGE</strong></td>
</tr>
<tr>
<td><strong>Budget Number</strong></td>
</tr>
<tr>
<td><strong>Percentage</strong></td>
</tr>
<tr>
<td><strong>Placement (For &quot;range&quot; employees)</strong></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5: Signatures (Must be signed in blue ink)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department Head / Elected Official</strong></td>
</tr>
<tr>
<td><strong>Budget/Payroll</strong></td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
</tr>
<tr>
<td><strong>Commissioner #1</strong></td>
</tr>
<tr>
<td><strong>Commissioner #2</strong></td>
</tr>
<tr>
<td><strong>Commissioner #3</strong></td>
</tr>
</tbody>
</table>

**Updated: 04/06/04**

For HR Use: Eval Date: #3, Eval Rating (JE: D - 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>Iarwood</td>
<td>Shannon</td>
<td>H1601</td>
<td>5-17-04</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**

Legal Secretary I

**DEPARTMENT NAME**

Prosecutor

**BUDGET NUMBER**

A. 00129019951001

**PERCENTAGE**

A. 100%

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

$2000.00

**WORK WEEK**

Standard (Mon–Sat)

**POSITION DATE**

5/1/04

**GRADE**

305

**SECTION 3: TYPE OF ACTION**

**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):

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

**JOB TITLE**

Victim Witness Assistant

**DEPARTMENT NAME**

Prosecuting Attorney

**BUDGET NUMBER**

A. 13051001

**PERCENTAGE**

A. 68%

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

$2048.00

**WORK WEEK**

Standard (Mon–Sat)

**POSITION DATE**

8-9-04

**GRADE**

255

**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
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

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

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>HAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>Stephanie</td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td>S1585</td>
</tr>
<tr>
<td>HIRE DATE</td>
<td>3/29/04</td>
</tr>
<tr>
<td>ADJ. HIRE</td>
<td>3/29/04</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>Office Assistant</td>
<td>3888</td>
<td>84</td>
<td>$10.43</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Misdemeanant

**BUDGET NUMBER**

A. 12751001

**PERCENTAGE**

A. 100%

FTE WAGE (IF < 100%)

**POSITION DATE**

5/10/04

**WORK WEEK**

- Standard (Sun - Sat)
- Alternate (Fri Noon – Fri Noon)
- 30% (except)

**GRADE**

388

**STEP (for “step” employees)**

1

**PLACEMENT (for “range” employees)**

**FOR HR USE**


**SECTION 3: TYPE OF ACTION**

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

**EMPLOYEE ACTION**

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

**TYPE OF SEPARATION**

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

**REASON FOR SEPARATION**

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

**COMMENTS**

(Include work schedule if position is less than full-time): Departing area so no longer able to perform temporary 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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

<table>
<thead>
<tr>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>2% Position</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**

A. 

**PERCENTAGE**

A. 

**% OF FULL TIME**

$100%

FTE WAGE (IF < 100%)


**POSITION DATE**

5/10/04

**WORK WEEK**

- Standard (Sun - Sat)
- Alternate (Fri Noon – Fri Noon)
- 30% (except)

**GRADE**

388

**STEP (for “step” employees)**

1

**PLACEMENT (for “range” employees)**

**EFFECTIVE DATE**

7/29/04

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

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>William D. Holmes</td>
<td>7/30/04</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER No.1 DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>John E.</td>
<td>7/31/14</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER No. 2</th>
<th>DATE</th>
<th>COMMISSIONER No. 3 DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/2/04</td>
<td></td>
</tr>
</tbody>
</table>

**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)**

<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>IALLONEE</td>
<td>JUSTIN</td>
<td>M1431</td>
<td>10/22/01</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>PATROL OFFICER</td>
<td>5711</td>
<td>70</td>
<td>$3122</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

SHERIFF

**BUDGET NUMBER**

A. 13002109551001

**POSITION DATE**

10/1/01

**WORK WEEK**

- Standard (Mon - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(k) exception

**GRADE**

511

**STEP (for “step” employees)**

3

**PLACEMENT (for “range” employees)**

**FOR HR USE**

**TYPE OF SEPARATION**

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

**REASON FOR SEPARATION**

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

- Eligible For Rehire
- Ineligible For Rehire

**comments**

Include work schedule if position is less than full-time:

- Comments:

leave time 7/31/04, last day worked 7/26/04.

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

**DEPARTMENT NAME**

**BUDGET NUMBER**

A. 

**POSITION DATE**

**WORK WEEK**

- Standard (Mon - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(k) exception

**GRADE**

**STEP (for “step” employees)**

**PLACEMENT (for “range” employees)**

**FOR HR USE**

**TYPE OF SEPARATION**

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

**REASON FOR SEPARATION**

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

- Eligible For Rehire
- Ineligible For Rehire

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

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

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</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></td>
<td></td>
<td></td>
</tr>
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**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

For HR Use: Eval Date __/__/__ Eval Rating (IE - IB - 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>
</tr>
</thead>
<tbody>
<tr>
<td>ARKHURST</td>
<td>Rebecca</td>
<td>11037</td>
<td>8/9/04</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></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 “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Longevity</td>
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</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></td>
<td></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 “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>

**SECTION 3: TYPE OF ACTION**

| COMMENTS (include work schedule if position is less than full-time): Hired to fill position vacated by employee's move to another department. |

**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 Manager</td>
<td>3268</td>
<td>20</td>
<td>$2168</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></td>
<td>Longevity</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>1229951001</td>
<td>85%</td>
<td>100</td>
<td>$2168</td>
</tr>
<tr>
<td>12751001</td>
<td>15%</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORK WEEK</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>8/9/04</td>
<td>368</td>
<td>1</td>
<td></td>
<td></td>
<td>8/9/04</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>William Holmes</td>
<td>7/26/04</td>
<td></td>
<td></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>7/31/04</td>
<td></td>
<td></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>8/1/04</td>
<td></td>
<td></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
ORD

FIRST NAME
GORDON

EMPLOYEE #
F1166

HIRE DATE
04-01-98

ADJ. HIRE (if different)

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE
Permit Technician

OCCUP. CODE
2441

UNION
40

BASE WAGE
$2875

DEPARTMENT NAME
Comm Dev Svcs

FOR HR USE

☐ Pers 1 ☐ Pers 2 ☐ Pers 3
☐ Leff 1 ☐ Leff 2
☐ Eligible ☐ 90-Day Period

FOR HR USE

☐ Non-Exempt ☐ Exempt
☐ Not Covered

OTHER COMP. (describe in "comments")

☐ Longevity ☐ Allowance
☐ Stipend ☐ 2nd Position

BUDGET NUMBER
A. 14020151001

PERCENTAGE
A. 100

% OF FULL TIME
100

FTE WAGE (IF < 100%)

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

POSITION DATE
04-01-98

WORK WEEK
☐ Standard (Sun - Sat) ☐ Alternate (Fri Noon - Fri Noon)
☐ 207(t) exception

GRADE
241

STEP (for "step" employees)

PLACEMENT (for "range" employees)

5

FOR HR USE

SECTION 3: TYPE OF ACTION

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

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

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

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

☐ Eligible For Rehire ☐ Ineligible For Rehire

Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time): 3% increase per attached annual evaluation. Evaluation period was from 04-01-03 through 04-01-04

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

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE

$2961

DEPARTMENT NAME

FOR HR USE

☐ Pers 1 ☐ Pers 2 ☐ Pers 3
☐ Leff 1 ☐ Leff 2
☐ Eligible ☐ 90-Day Period

FOR HR USE

☐ Non-Exempt ☐ Exempt
☐ Not Covered

OTHER COMP. (describe in "comments")

☐ Longevity ☐ Allowance
☐ Stipend ☐ 2nd Position

BUDGET NUMBER
A.

PERCENTAGE
A.

% OF FULL TIME

FTE WAGE (IF < 100%)

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

POSITION DATE
04-01-98

WORK WEEK
☐ Standard (Sun - Sat) ☐ Alternate (Fri Noon - Fri Noon)
☐ 207(t) exception

GRADE

STEP (for "step" employees)

PLACEMENT (for "range" employees)

EFFECTIVE DATE
04/01/04

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

DEPARTMENT HEAD / ELECTED OFFICIAL

DATE
07/28/04

BUDGET/PAY ROLL

DATE

COMMISSIONER #1

DATE

COMMISSIONER #2

DATE

COMMISSIONER #3

DATE

HUMAN RESOURCES

DATE

7/31/04

COMMISSIONER #3

DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date ☐ 1st Eval Rating (IE - ID) ☐ S - AA - S) Initial V
**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>IADSEN</td>
<td>TAMI</td>
<td>M1234</td>
<td>03/01/99</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>LPA III</td>
<td>3238</td>
<td>20</td>
<td>$2051</td>
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</tbody>
</table>

**DEPARTMENT NAME**

UPPER COURT

**BUDGET NUMBER**

A.

B.

**PERCENTAGE**

A.

B.

**PER** ☑ HOUR ☑ MONTH ☑ DAY

☐ 7-HOUR DAY ☑ 8-HOUR DAY

**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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ PART-TIME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ LIMITED PART-TIME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ TEMPORARY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ CASUAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ SEASONAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ PROJECT</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>☐ WORK STUDY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ VOLUNTEER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<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>☑ DISCHARGE (D)</td>
<td>☑ PERFORMANCE (P)</td>
</tr>
<tr>
<td>☑ RE-HIRE</td>
<td>☑ RESIGNATION (Q)</td>
<td>☑ ATTENDANCE (A)</td>
</tr>
<tr>
<td>☑ MERIT / STEP</td>
<td>☑ RETIRED (R)</td>
<td>☑ CONDUCT (C)</td>
</tr>
<tr>
<td>☑ POSITION CHANGE</td>
<td>☑ LAID OFF (L)</td>
<td>☑ OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>☑ BUDGET CHANGE</td>
<td>☑ FAIL PROBATION (P)</td>
<td>☑ PERSONAL (L)</td>
</tr>
<tr>
<td>☑ LEAVE (List Type Below)</td>
<td>☑ OTHER (O)</td>
<td>☑ OTHER (O)</td>
</tr>
<tr>
<td>☑ TERMINATION (Provide Separation Info)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS**

Transferring to new position in office funded by Probation Services, no actual change

**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>LPA III - PROB ASSISTANT</td>
<td>3238</td>
<td>20</td>
<td>$2051</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

UPPER COURT

**BUDGET NUMBER**

A.

B.

**PERCENTAGE**

A.

B.

**PER** ☑ HOUR ☑ MONTH ☑ DAY

☐ 7-HOUR DAY ☑ 8-HOUR DAY

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

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD</th>
<th>DATE</th>
<th>BUDGET/RAILOFF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

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

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR USE: Eval Date [N] Eval Rating (1-10: 8 - AA - 5) Initial ___