BOARD OF COUNTY COMMISSIONERS
PUBLIC MEETING
Office Staff
September 20, 2004 – 9:00 a.m.

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Update Commissioner’s Schedule</td>
<td>REVIEWED/UPDATED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Personnel Action Forms (PAF’s) – request for approval &amp; signature</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Vouchers-Request for Signature</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Email from Jan Sharar-Comp Plan Subdivision Code Hearings Schedule</td>
<td>CHECK WITH CLAY WHITE ON WIND FARM HEARINGS AND THEN PROCEED FROM THERE</td>
<td>JULIE</td>
</tr>
<tr>
<td>Eastern District Joint Conference October 4th-8th Confirm Attendance.</td>
<td>BRUCE ATTENDING WED-FRI PERRY ATTENDING WED-FRI MAX ATTENDING TUES-FRI</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
</tbody>
</table>
Hi!

Per the response from Perry below to my request for scheduling the Subdivision Code and the Comp Plan update with the Board, I would like to point out some issues around scheduling and then ask for your suggestions as to timing of the hearings.

As Perry points out, there are a few other things that will take some of their time and as I mention the Comp Plan is the only matter that requires completion by a time certain (Dec. 31, 2004). My current understanding is that the BOCC will also be unavailable from the 3rd week in November to early December which will further limit hearing scheduling.

The cities of Ellensburg and Cle Elum are running some mutual comp plan amendments with the County through their process as well and won’t have recommendations for us to consider until about the first week in November to my understanding. My preference is to have those in hand prior to the hearings.

I guess that’s about it. I don’t expect you will be able to schedule much in advance until more is known about the wind farm hearings as well. Please let me know if there is anything else I can assist you with on this subject.

Thanks!
Jan

-----Original Message-----
From: Perry Huston
Sent: Tuesday, September 14, 2004 9:14 AM
To: Jan Sharar
Subject: RE: Comp Plan Subdivision Code Hearings Schedule.

Jan,
Thanks for your hard work on these important items. Please coordinate with Kimball and Kjorsvik to set the hearing dates for the comprehensive plan. We may have to be somewhat creative to insert the subdivision code amongst the windfarms, budget, etc. As we get a handle on those items we will find room for the subdivision codes.
Again, thanks!
Perry D. Huston

-----Original Message-----
From: Jan Sharar
Sent: Monday, September 13, 2004 2:20 PM
To: Perry Huston; Max Golladay; Bruce Coe
Cc: Julie Kjorsvik; Shannon Carlson; Allison Kimball
Subject: Comp Plan Subdivision Code Hearings Schedule.

Good Afternoon!

It is now time to update you on the two major legislative projects that I have been working on, rewrite of the Subdivision Code, Ch. 16 and the annual update of the County Comprehensive Plan.

I am inserting the last few requested changes to the subdivision code requested prior to the motion to approve vote on August 23, 2004. The PC draft subdivision code (code reviser format), a chronology of items discussed/changes made and a staff report are the products of Planning Commission review through 18 public hearings since March of 2003.

The County Comp Plan update hearings were completed over the dates August 24, 30, 31, and Sept. 1 and I am finalizing the staff reports to reflect the actions taken.

I will be happy to forward the transmittals for the open record hearings for both items at your request. As you
know, the BOCC final for the comp plan is due no later than December 31, 2004. There is no statutory deadline that I am aware of for the Subdivision Code.

Sincerely,
Jan

Jan Shaar, Staff Planner
Kittitas County Community Development Services
411 N. Ruby Street, Suite 2
Ellensburg, WA 98926
(509) 962-7306 FAX (509) 962-7697
email: janshar@co.kittitas.wa.us
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 _______ 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 # ______ through ______ in the amount of $ _______.

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 _____9/15/17_____ 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 #5374 through #5375 in the amount of $17,554.88.

Auditing officers notes:

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........................................................................................................
........................................................................................................
........................................................................................................

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 __9/16/20__ 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 # _8/01/09_ through ___________ in the amount of $ __4250.00__.

Auditing officer’s notes: __Voided__

__________________________

__________________________

__________________________

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 ___/___/___ 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 #___ through ___ in the amount of $___.

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 ________________ 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 #557 through 5387 in the amount of $51,789.00

Auditing officers notes:

Commissioner Remarks:

G:\account\forms\compyapp
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: CHAFER
FIRST NAME: V. 'MARIE'
EMPLOYEE #: S1590
HIRE DATE: 05/04/04

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
B. PERCENTAGE: A. 100%

FOR HR USE:
- Other Comp. (describe in "comments"): Longevity, Allowance, 2nd Position

SEASONAL SUMMER WORK SEASON.

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)
- Fail Probation (P)
- Other (O)

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

Eligible For Rehire: No
Ineligible For Rehire: No
Provide Details of Separation Below

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

JOB TITLE
OCCUP. CODE
UNION
BASE WAGE

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: 03/17/04

FOR HR USE: Eval Date __/__/__
Eval Rating (IE - ID - S - AA - S) Initial
### Section 1: Employee (Complete in Full)

- **Last Name:** Markwell
- **First Name:** Kathryn
- **Employee #:** M1659
- ** Hire Date:** 09/14/04

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

- **Job Title:** Scalehouse Attendant 1
- **Occup. Code:** 3270
- **Union:** 20
- **Base Wage:** $1710

#### BUDGET NUMBER

- **A.** 401 40610251001

#### PERCENTAGE

- **A.** 100

#### % OF FULL TIME

- **100**

### Section 3: Type of Action

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

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

#### Job Title

- **OCCUP. CODE:** 370
- **Union:** 1
- **Base Wage:**

#### Department Name

- **FOR HR USE:** Pension 1
- **FOR HR USE:** Leave 1

#### Budget Number

- **A.**

#### PERCENTAGE

- **A.**

#### % of Full Time

- **$**

### Section 5: Signatures (Must be Signed in Blue Ink)

- **Department Head/Elected Official:**
- **Date:** 9/14/04
- **Human Resources:**
- **Date:** 9/17/04
- **Commissioner #1:**
- **Date:** 9/17/04
- **Commissioner #2:**
- **Date:** 9/20/04
- **Budget/Payroll:**
- **Date:** 9/26/04

**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>Wen</td>
<td>Amy</td>
<td>W1580</td>
<td>3/20/04</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>Student Intern</td>
<td>9970</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>POS. DATE</th>
<th>ELIGIBLE FOR REHIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td>900</td>
<td>3/20/04</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>

| MMENTS (include work schedule if position is less than full-time): Amy was a student intern who worked both Spring and Summer quarters. |

**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>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk</td>
<td></td>
<td>900</td>
<td>3/20/04</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09-13-2004</td>
<td></td>
<td>09-17-2004</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>09-04-04</td>
<td>09-12-04</td>
<td>09-20-04</td>
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</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09-04-04</td>
<td></td>
<td>09-20-04</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)**

<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>Johnson</td>
<td>Patti</td>
<td>M0219</td>
<td>5/10/93</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>Solid Waste Director</td>
<td>327</td>
<td>30</td>
<td>$3840</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

Solid Waste

**BUDGET NUMBER**

A. 4010400151001

**POSITION DATE**

2/1/2002

**WORK WEEK**

- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 2076(8) exception

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>122</td>
<td></td>
<td>5</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 (P)</td>
</tr>
<tr>
<td>PART-TIME (2)</td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>LIMITED PART-TIME (3)</td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>TEMPORARY (4)</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td>LEAVE (List Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS** (include work schedule if position is less than full-time): $25 cell phone allowance monthly to carry employee owned cell phone.

**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**

2/1/2002

**WORK WEEK**

- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 2076(8) exception

<table>
<thead>
<tr>
<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>5</td>
<td></td>
</tr>
</tbody>
</table>

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

**HUMAN RESOURCES**

Date: 9/9/04

**COMMISSIONER #1**

Date: 9/9/04

**COMMISSIONER #2**

Date: 9/9/04

**COMMISSIONER #3**

Date: 9/20/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date: 11/13 Eval Rating (Ext - S - AA - S) Initial: _
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

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

<table>
<thead>
<tr>
<th>LAST NAME</th>
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<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.PUCCHOLZ</td>
<td>CRYSTAL</td>
<td>B1579</td>
<td>3/9/04</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>TAX ULID SUPERVISOR</td>
<td>3264</td>
<td>20</td>
<td>$2,009</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>TREASURER</td>
<td>pers 1</td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>2nd Position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 001-3151001</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORK WEEK</th>
<th>STEP (for &quot;step&quot; employees)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Standard (Sun-Sat)</td>
<td>364</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

<table>
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<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
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<tr>
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<tr>
<td>PROJECT (7)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

MMENTS (include work schedule if position is less than full-time): Crystal is leaving her position of Tax/ULID Supervisor in the Treasurer's Office on September 10, 2004 - to start a new job with Central Washington University.

**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>pers 1</td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Allowance</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>2nd Position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORK WEEK</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>9/10/04</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>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>9/10/04</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. A.</td>
<td>9/10/04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. W.</td>
<td>9/10/04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. W.</td>
<td>9/10/04</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  VON BARGEN
FIRST NAME  SHERRI
EMPLOYEE #  V0861
HIRE DATE  6/3/96

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE  REV ACCOUNT DEPUTY
OCCUP. CODE  3266
UNION  20
BASE WAGE  $2,386

DEPARTMENT NAME  TREASURER

BUDGET NUMBER  A. 13151001
PERCENTAGE A.

POSITION DATE  12/21/98
GRADE
STEP (for "step" employees)

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)  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)  WORK PERFORMANCE (E)  PERSONAL (L)  OTHER (O)

COMMENTS (include work schedule if position is less than full-time): Sherri has notified me that she will not be returning from her 12-week FMLA leave, as she has decided to stay home and raise her child. Her last day with Kittitas County will be September 28, 2004.

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

JOB TITLE
OCCUP. CODE
UNION
BASE WAGE

DEPARTMENT NAME

BUDGET NUMBER  A.
PERCENTAGE A.

POSITION DATE  12/21/98
GRADE
STEP (for "step" employees)

FOR HR USE
PER  HOUR  MONTH  DAY
7-HOUR DAY  8-HOUR DAY

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

DEPARTMENT HEAD / ELECTED OFFICIAL
DATE
BUDGET/PAYROLL
DATE

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

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

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

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

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

- **LAST NAME:** Sacks
- **FIRST NAME:** Ecl
- **HIRE DATE:** 08/24/04
- **EMPLOYEE #:**

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

- **JOB TITLE:** Temporary Fair Worker
- **OCCUP. CODE:** 3828
- **UNION:** 80
- **BASE WAGE:** $2.00

- **DEPARTMENT NAME:** Fair
- **FOR HR USE:**
  - Pen 1
  - Pen 2
  - Pen 3
  - Leave 1
  - Leave 2
  - Not Covered
- **FOR HR USE:**
  - Non-Exempt
  - Exempt
  - Not Covered
- **OTHER COMP. (describe in "comments"):**
  - Lengthy
  - Allowance
  - Overtime

**BUDGET NUMBER**

- **A.**
- **PERCENTAGE**
- **% OF FULL TIME**
- **FTE WAGE (IF < 100%)**

- **B.**
  - PER HOUR
  - MONTH
  - DAY
  - 7-HOUR DAY
  - 8-HOUR DAY

**POSITION DATE:** 08/24/04

**WORK WEEK:**
- Standard (Sun – Sat)
- Alternate (Fri Noon – Fri Noon)
- 207(k) exception

**GRADE**

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

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

**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)
  - RETIRE (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):** Employment will terminate at the conclusion of the 2004 Kittitas County Fair. Dated 8/13/04

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

- **JOB TITLE**
- **OCCUP. CODE**
- **UNION**
- **BASE WAGE**

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

**DEPARTMENT HEAD/SELECTED OFFICIAL**

- **DATE:** 07/14/07

**HUMAN RESOURCES**

- **DATE:** 07/14/07

**COMMISSIONER #1**

- **DATE:** 01/31/07

**COMMISSIONER #2**

- **DATE:** 01/31/07

**COMMISSIONER #3**

- **DATE:** 01/31/07

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

**FOR HR USE:** Eval Date _____ Eval Rating (IE – ID – S – AA – S) Initial _____

**Updated:** 04/05/04
# Kittitas County Personnel Action Form (PAF)

## Section 1: Employee (Complete in Full)
- **Last Name:** Brooks
- **First Name:** Allyson
- **Employee #:** 08/24/04
- **Hire Date:** 08/24/04
- **Adj. Hire (if different):**

## Section 2: Current Status (Complete in Full)
- **Job Title:** Temporary Fair Worker
- **Occu. Code:** 3828
- **Union:** 80
- **Base Wage:** $8.00

## Section 3: Type of Action
- **Employee Type:**
  - [ ] Full-time (1)
  - [ ] Part-time (2)
  - [ ] Limited Part-time (3)
  - [X] Temporary (4)
  - [ ] Casual (5)
  - [ ] Seasonal (6)
  - [ ] Project (7)
  - [ ] Work Study (8)
  - [ ] Volunteer (9)
- **Employee Action:**
  - [X] 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 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):
Employment will terminate at the conclusion of the 2004 Kittitas County Fair.

PAF dated 8/30/04

## Section 4: New Status (Enter Only Data to Be Changed)
- **Job Title:**
- **Occu. Code:**
- **Union:**
- **Base Wage:**

## Section 5: Signatures (Must Be Signed in Blue Ink)
- **Department Head / Elected Official:**
  - **Date:** 9/4/2004
  - **Budget/Payroll:**
  - **Date:**

- **Human Resources:**
  - **Date:** 9/1/2004
  - **Date:**

- **Commissioner #:**
  - **Date:**

- **Commissioner #:**
  - **Date:**

**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**: Dagan
- **FIRST NAME**: Elizar
- **EMPLOYEE #**: 3828
- **HIRE DATE**: 08/24/04
- **ADJ. HIRE**:

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

- **JOB TITLE**: Temporary Fair Worker
- **OCCUP. CODE**: 80
- **BASE WAGE**: $8.00
- **FOR HR USE**
  - [ ] Pers 1
  - [ ] Pers 2
  - [ ] Per 3
  - [ ] Leave 1
  - [ ] Leave 2
  - [ ] Leave 3
  - [ ] Non-Exempt
  - [ ] Exempt
  - [ ] Not Covered
  - [ ] 90-Day Period
- **FOR HR USE**
- **OTHER COMP. (describe in "comments")**
  - [ ] Longevity
  - [ ] Step
  - [ ] 2nd Position
- **PERCENTAGE**: __%
- **% OF FULL TIME**: __
- **FTE WAGE (IF < 100%)**: $ __
- **FOR HR USE**
- **WORK WEEK**
  - [ ] Standard (Sun - 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)
  - [ ] LAID OFF (L)
  - [ ] Fmr Probation (P)
  - [ ] PERSONAL (L)
  - [ ] OTHER (O)
- **REASON FOR SEPARATION**
  - [ ] PERFORMANCE (P)
  - [ ] ATTENDANCE (A)
  - [ ] CONDUCT (C)
  - [ ] OTHER EMPLOYMENT (E)
  - [ ] PERSONAL (L)
  - [ ] OTHER (O)

**COMMENTS**

Comments include work schedule if position is less than full-time. Employment will terminate at the conclusion of the 2004 Kittitas County Fair. Resubmitted new hire sheet replace PAF dated 5/20/04.

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

- **JOB TITLE**: Temporary Fair Worker
- **OCCUP. CODE**: 80
- **BASE WAGE**: $ __
- **FOR HR USE**
- **WORK WEEK**
  - [ ] Standard (Sun - Sat)
  - [ ] Alternate (Fri Noon - Fri Noon)
  - [ ] 207(k) exception

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

- **DEPARTMENT HEAD / ELECTED OFFICIAL**: Date: 9/14/2004
- **HUMAN RESOURCES**: Date: 9/16/04
- **COMMISSIONER #1**: Date: 9/16/04
- **COMMISSIONER #2**: Date: 9/20/04
- **COMMISSIONER #3**: Date: 9/20/04

**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>Ad. Hire (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subser</td>
<td>Michael</td>
<td></td>
<td>08/24/04</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>Temporary Fair Worker</td>
<td>3828</td>
<td>80</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

**Fair**

**BUDGET NUMBER**

**FOR HR USE**

<table>
<thead>
<tr>
<th>Pers 1</th>
<th>Pers 2</th>
<th>Pers 3</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Ineligible</th>
<th>90-DAY Period</th>
</tr>
</thead>
</table>

**PERCENTAGE**

**% OF FULL TIME**

**FTE WAGE (IF < 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</td>
<td>New Hire</td>
<td>Discharge (D)</td>
<td>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</td>
<td>Layed Off (L)</td>
<td>Other Employment (E)</td>
</tr>
<tr>
<td>Seasonal</td>
<td>Budget Change</td>
<td>Fail Probation (P)</td>
<td>Personal (L)</td>
</tr>
<tr>
<td>Casual</td>
<td>Leave</td>
<td>Other (O)</td>
<td>Other (O)</td>
</tr>
<tr>
<td>Project</td>
<td>Termination</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>Work Study</td>
<td></td>
<td>Provided Details of Separation Below</td>
<td></td>
</tr>
<tr>
<td>Volunteer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments** (Include work schedule if position is less than full-time): Employment will terminate at the conclusion of the 2004 Kittitas County Fair.

**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>

<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>Pers 2</td>
</tr>
</tbody>
</table>

**Budget Number**

**For HR Use**

| Pers 1 | Pers 2 | Pers 3 | Level 1 | Level 2 | Ineligible | 90-DAY Period |

**Percentage**

**% Of Full Time**

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

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

<table>
<thead>
<tr>
<th>Department Head / Elec. Official</th>
<th>Date</th>
<th>Budget/Payroll</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<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>
<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>
</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 ______
### 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>Bach</td>
<td>Lisa</td>
<td>B1041</td>
<td>5/6/97</td>
<td>1/1/97</td>
</tr>
</tbody>
</table>

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

- **Job Title:** Solid Waste Technician
- **Department Name:** Solid Waste
- **Budget Number:** 401400151001

### 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:** Increase for Employee Performance appraisal.

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

- **Budget Number:** 401400151001
- **Effective Date:** 9/1/04

### Section 5: Signatures (Must Be Signed in Blue Ink)

- **Department Head / Elected Official:** [Signature]
- **Human Resources:** [Signature]
- **Commissioner #1:** [Signature]
- **Commissioner #2:** [Signature]

---

**Return Form to Human Resources for Distribution**

**For HR Use:** Eval Date: [Date] Eval Rating (IE-SD-SS) Initial [Initial]
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: Cheedy
FIRST NAME: Judith
EMPLOYEE #: 00000000
HIRE DATE: 08/24/04
ADJ. HIRE (if different):

JOB TITLE: Temporary Fair Worker

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

OCCUP. CODE: 3828
UNION: 80
BASE WAGE: $2.00

FOR HR USE:
- [ ] Pens 1
- [ ] Pens 2
- [ ] Pens 3
- [ ] Leaflet 1
- [ ] Leaflet 2
- [ ] Ineligible
- [ ] 90-Day Period
- [ ] Non-Exempt
- [ ] Exempt
- [ ] Not Covered
- [ ] Longevity
- [ ] Allowance
- [ ] Stipend
- [ ] 2nd Position
- [ ] Other

OTHER COMP. (describe in "comments"):

BUDGET NUMBER:

A. PERCENTAGE:

B.

% OF FULL TIME:

FTE WAGE (IF < 100%):

PER [ ] HOUR [ ] MONTH [ ] DAY
[ ] 7-HOUR DAY [ ] 8-HOUR DAY

POSITION DATE: 08/24/04

WORK WEEK:
- [ ] Standard (Sun - Sat)
- [ ] Alternate (Fri Noon - Fri Noon)
- [ ] 307(k) exception

GRADE:

STEP (for "step" employees):

PLACEMENT (for "range" employees):

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 (F)
- [ ] OTHER (O)

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

Provide Details of Separation Below:

COMMENTS (include work schedule if position is less than full-time): Employment will terminate at the conclusion of the 2004 Kittitas County Fair. Resubmission of original hire/terminating PAF dated 8/30/01.

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

JOB TITLE:

OCCUP. CODE:

UNION:

BASE WAGE:

FOR HR USE:

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

DEPARTMENT HEAD/ELECTED OFFICIAL:
DATE: 08/24/04

BUDGET/PAYROLL:
DATE:

HUMAN RESOURCES:
DATE:

COMMISSIONER #1:
DATE: 08/24/04

COMMISSIONER #2:
DATE:

COMMISSIONER #3:
DATE: 08/24/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date _____ Eval Rating (1E - 1D - $ - AA - $) Initial _____
**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

**LAST NAME** WILSON  
**FIRST NAME** JANET  
**EMPLOYEE #** W1651  
**HIRE DATE** 09/14/04  
**ADJ. HIRE (if different)**  

**JOB TITLE** TAX/ULID SUPERVISOR  
**OCCUP. CODE** 3264  
**UNION** 20  
**BASE WAGE** $2,009  

**DEPARTMENT NAME** TREASURER  
**BUDGET NUMBER** A. 001-3151001  
**PERCENTAGE** A. 100%  

**WORK WEEK**  
- Standard (Mon - Fri)  
- Alternate (Fri Noon - Fri Noon)  
- 207(a) exception  
**GRADE** 364  
**STEP (for "step" employees)** 2  
**PLACEMENT (for "range" employees)**  

**FOR HR USE**  
- Pens 1  
- Pens 2  
- Pens 3  
- Leaves 1  
- Leaves 2  
- Not Exempt  
- Exempt  
- Not Covered  
- Longevity  
- Allowance  
- Skip Exempt  
- 2nd Position  

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

**WORK SCHEDULE**  
- PER HOURLY  
- MONTHLY  
- DAILY  
- 7-HOUR DAY  
- 8-HOUR DAY  

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

**POSITION DATE** 09/14/04  
**FOR HR USE**  
- Eligible For Rehire  
- Ineligible For Rehire  
- Provide Details of Separation Below  

**COMMENTS (include work schedule if position is less than full-time)**: hired at step 2 based on experience.

**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)  

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

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

**DEPARTMENT NAME**  
**FOR HR USE**  
- Pens 1  
- Pens 2  
- Pens 3  
- Leaves 1  
- Leaves 2  
- Not Exempt  
- Exempt  
- Not Covered  
- Longevity  
- Allowance  
- Skip Exempt  
- 2nd Position  

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

**WORK WEEK**  
- Standard (Mon - Sat)  
- Alternate (Fri Noon - Fri Noon)  
- 207(a) exception  
**GRADE**  
**STEP (for "step" employees)**  
**PLACEMENT (for "range" employees)**  
**EFFECTIVE DATE** 09/14/04  

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

**DEPARTMENT HEAD / ELECTED OFFICIAL**  
**DATE** 9/1/04  
**BUDGET/PAYROLL**  
**DATE**  

**HUMAN RESOURCES**  
**DATE** 9/10/04  
**COMMISSIONER #1**  
**DATE** 9/10/04  
**COMMISSIONER #2**  
**DATE** 9/20/04  
**COMMISSIONER #3**  
**DATE** 9/20/04  

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

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

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: Higginbotham  
FIRST NAME: Deanna  
EMPLOYEE #: 4152  
HIRE DATE: 9/7/04  
ADJ. HIRE (if different) 

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: Extra Help  
OCCUP. CODE: 3801  
UNION: 91  
BASE WAGE: $7.50  

DEPARTMENT NAME: Auditor  

BUDGET NUMBER: A. 001-110551003  
PERCENTAGE: A. 100%  
% OF FULL TIME:  
FTE WAGE (IF < 100%):  

POSITION DATE: 9/7/04  
WORK WEEK: Standard (Mon - Sat)  
GRADE: 5  
STEP (for "step" employees): 3  
PLACEMENT (for "range" employees):  
FOR HR USE:  

SECTION 3: TYPE OF ACTION

Employee Type:  
Employee Action: NEW HIRE  
Type of Separation: DISCHARGE (D)  
Reason for Separation:  

Comments (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:  

DEPARTMENT NAME:  
FOR HR USE:  
OTHER COMP. (describe in "comments"):  

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

POSITION DATE: 9/7/04  
WORK WEEK: Standard (Mon - Sat)  
GRADE:  
STEP (for "step" employees):  
PLACEMENT (for "range" employees):  
EFFECTIVE DATE: 9/7/04  

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

DEPARTMENT HEAD / ELECTED OFFICIAL:  
DATE: 9/7/04  
BUDGET/PAYROLL:  
DATE:  

HUMAN RESOURCES:  
DATE: 9/10/04  
COMMISSIONER #1:  
DATE: 9/10/04  
COMMISSIONER #2:  
DATE: 9/10/04  
COMMISSIONER #3:  
DATE: 9/10/04  

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04  
FOR HR USE: Eval Date  
EVAL/RATING (TR - TD = S - AA - S) Initial
<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>09-13-04</td>
<td>Letter from Mayor Jim DeVere, Town of South Cle Elum</td>
<td>Support the plan for a new jail facility</td>
<td>Copy to Clerk for Public Hearings and Copy to Sheriff</td>
<td></td>
<td>Town of South Cle Elum</td>
</tr>
<tr>
<td>09-13-04</td>
<td>Letter to Iris Rominger from the Dept. of Revenue</td>
<td>Study to determine the level of assessment in each county</td>
<td></td>
<td></td>
<td>State of WA Department of Revenue</td>
</tr>
<tr>
<td>09-13-04</td>
<td>Notice from WA State Liquor Control Board</td>
<td>Liquor License Expires December 31, 2004: Reecer Creek Golf Course</td>
<td></td>
<td></td>
<td>WA State Liquor Control Board</td>
</tr>
<tr>
<td>09-13-04</td>
<td>Letter from NET Septic</td>
<td>New Technology Improves Waste Water Treatment and Recovers Failed Drain Fields</td>
<td>Copy to Environmental Health</td>
<td></td>
<td>Kittitas County Departments- BOCC</td>
</tr>
<tr>
<td>09-14-04</td>
<td>Letter from Ellensburg Telephone</td>
<td>Charter Communications Countywide Franchise Comments</td>
<td>Copy to Public Works and Clerk for Public Hearing</td>
<td></td>
<td>Kittitas County Departments- DWP</td>
</tr>
<tr>
<td>09-14-04</td>
<td>Letter from Ron Johnson, Howard Briggs, and Andy Seely</td>
<td>Tri County Watershed Plan Comments</td>
<td>Copy to Each Commissioners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09-14-04</td>
<td>US Department of Ag-Forest Service</td>
<td>Two Lakes Interdisciplinary Team has completed designing the proposed action for the Two Lakes Fuels Reduction Project</td>
<td></td>
<td></td>
<td>US Department of Ag-Forest Service</td>
</tr>
<tr>
<td>09-15-04</td>
<td>Letter from Inland Telephone</td>
<td>Charter Communications Franchise Comments</td>
<td>Copies went to the Clerk for the public hearing</td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
<tr>
<td>09-15-04</td>
<td>Letter from David Carey</td>
<td>Insurance Information</td>
<td>Email sent to Commissioners</td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
<tr>
<td>09-15-04</td>
<td>Letter from Jim De Paepe</td>
<td>Letter to Paul Bennett</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
<tr>
<td>09-15-04</td>
<td>Letter from Cone Gilreath Law Offices</td>
<td>Letter to Mr. Bennett regarding Jim DePaepe</td>
<td>Copy to Commissioners</td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
<tr>
<td>09-16-04</td>
<td>Email from Paul Bennett</td>
<td>Gun Club Status</td>
<td></td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
<tr>
<td>09-16-04</td>
<td>Fax from the City Managers Office</td>
<td>City/County breakfast September 24, 2004 7:00 A.M. Palace</td>
<td>Placed on Calendar</td>
<td></td>
<td>City of Ellensburg</td>
</tr>
<tr>
<td>09-16-04</td>
<td>Letter from the City of Kittitas</td>
<td>Kittitas City Council decision on Jail</td>
<td>Copy to Each Commissioner Copy to Clerk</td>
<td></td>
<td>City of Kittitas</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
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<tr>
<td>09-16-04</td>
<td>Memo from Human Resources</td>
<td>CDS Interim Pay</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments- Human Resources</td>
</tr>
<tr>
<td>09-16-04</td>
<td>Notice from the Boundary Review Board</td>
<td>Proposed Singer/Estelle Annexation</td>
<td></td>
<td></td>
<td>Kittitas County Boundary Review Board</td>
</tr>
<tr>
<td>09-17-04</td>
<td>Notice from Pacific Legal Foundation</td>
<td>Washington State Grange v. Evans Interrogatories &amp; Scheduling Order</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>09-17-04</td>
<td>Email from Paul Bennett</td>
<td>Gun Club Status Update for September 17th</td>
<td></td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
</tbody>
</table>