Those present: Al Crankovich, David Bowen, Perry Huston, 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 – Is there any other study sessions the Board would like to have on a regular basis?</td>
<td>REVIEWED NO NEW ADDED STUDY SESSIONS</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Office Hours</td>
<td>MONITOR LUNCH TRAFFIC AND REVISIT</td>
<td>N/A</td>
</tr>
<tr>
<td>Hotel/Motel Request and Set Study Session for 2005 requests</td>
<td>LETTER REQUESTED FROM KIT. HIST. AND STUDY SESSION SET FOR FEB. 2, 2005 @1:30 PM</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Personnel Action Forms (PAF's) – request for approval &amp; signature</td>
<td>APPROVED and SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Vouchers-Request for Signature</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>01-03-05</td>
<td>Levy Certification from City of Kittitas</td>
<td>Levy Certification for 2005</td>
</tr>
<tr>
<td>01-03-05</td>
<td>Meeting Notice - RC&amp;D Meeting Agenda for January 6, 2005</td>
<td>Agenda &amp; minutes from previous meeting</td>
</tr>
<tr>
<td>01-03-05</td>
<td>Workforce Training Results 2004</td>
<td>Executive Summary</td>
</tr>
<tr>
<td>01-03-05</td>
<td>Letter Re: Community Development Block Grant Contract information</td>
<td>CDBG Public Services Grant Information</td>
</tr>
<tr>
<td>01-03-05</td>
<td>Letter from County Road Administration Board</td>
<td>Certification of 2005 Road Levy</td>
</tr>
<tr>
<td>01-05-05</td>
<td>Letter from Department of Health</td>
<td>Critical Water Supply Service</td>
</tr>
<tr>
<td>01-05-05</td>
<td>Letter from HopeSource</td>
<td>Appreciation for support of services</td>
</tr>
<tr>
<td>01-05-05</td>
<td>Letter from Klickitat County Board of Commissioners</td>
<td>Urge to call for new election between Gregoire &amp; Rossi as soon as possible.</td>
</tr>
<tr>
<td>01-06-05</td>
<td>Petition for Review of Land Use Decision - Conditional Use Permit Application</td>
<td>Christine Whitmire v. Kittitas County -</td>
</tr>
<tr>
<td>01-06-05</td>
<td>Letter from Judge Michael E. Cooper</td>
<td>Stalled Jail Issue</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Letter from Central Washington Home Builders Association</td>
<td>Re: Kittitas County Sub-Division Code</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Notification from Washington State Liquor</td>
<td>Red Sky Orchards &amp; Red's Fly Shop</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Letter from Ferry County Corrections</td>
<td>Extra bed space available for housing of inmates sentenced from 30 to 365 days</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Memorandum from Community</td>
<td>Notice of Draft Development</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Newsletter</td>
<td>Kittitas County Farm Service Agency</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Memorandum from Community Development Services</td>
<td>Revised SEPA Notice of Action – Marshall Cluster Preliminary Plat</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Notice of Meeting from the Forest Practices Board</td>
<td>January 25th – 9:00 a.m. in Room 537 at the Natural Resources Building</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Fax from US Fish &amp; Wildlife Service</td>
<td>Status Review Completed: Greater Sage-Grouse Not Warranted for Listing as Endangered or Threatened</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Memo from the Kittitas County Boundary Review Board</td>
<td>Ron Guest Annexation BRB 04-05 Notice of Intention submitted by the City of Kittitas</td>
</tr>
<tr>
<td>01-07-05</td>
<td>Letter from the Department of Ecology</td>
<td>Training Status of Kittitas County Water Conservancy Board – as of 1/5/05 all Board Commissioners are currently eligible to participate in water right transfer decisions</td>
</tr>
</tbody>
</table>
### Section 1: Employee (Complete in Full)

**Employee Name:** Higginbotham, Deanna

**Employee #:** H1652

**Hire Date:** 09/07/04

**Adj. Hire (if different):**

**Job Title:** Extra Help

**OCCUP. CODE:** 3801

**Union:** 84

**Base Wage:** $7.50

**Department Name:** Auditor-Elections

**Budget Number:**
- A. 001-110551003

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

**Position Date:** 9/7/04

**Grade:** 301

**Step (for "step" employees):** 3

### Section 3: Type of Action

**Employee Type:** Full-Time

**Employee Action:** New Hire

**Type of Separation:** Discharge (D)

**Reason for Separation:** Performance (P)

**Comments:** Employee was hired for assistance with elections and no longer needed.

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

**Department Name:** Auditor-Elections

**Budget Number:**
- A. 001-110551003

**Position Date:** 11-30-04

**Effective Date:** 11-30-04

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

**Department Head/Elected Official:**
- Date: 1/4/05
- Budget/Payroll: Mary Pl
  - Date: 1/4/05

**Human Resources:**
- Date: 11/6/05
- Commissioner #1: David B. Barnes
  - Date: 11/10/05

**Commissioner #2:**
- Date: 11/6/05
- Commissioner #3: Perry J.
  - Date: 11/10/05

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date: 7/9/04; Eval Rating: IF - I(9); SS - 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>McDaniel</td>
<td>Codee</td>
<td>M16/5</td>
<td>01/06/05</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**

Intern

**OCCUP. CODE**

2867

**UNION**

87

**BASE WAGE**

$10.00

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

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

**BUDGET NUMBER**

A. 001140751003

**PERCENTAGE**

A. 50

**% OF FULL TIME**

B. 50

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

$0

**SECTION 3: TYPE OF ACTION**

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

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

**DEPARTMENT NAME**


**BUDGET NUMBER**

A. 001140751003

**PERCENTAGE**

A. 50

**% OF FULL TIME**

B. 50

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

$0

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

**DEPARTMENT HEAD / ELECTED OFFICIAL**

1/16/05

**HUMAN RESOURCES**

1/16/05

**COMMISSIONER #1**

1/16/05

**COMMISSIONER #2**

1/16/05

**COMMISSIONER #3**

1/16/05

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:** Martin  
**First Name:** Matthew  
**Employee #:** M1570  
**Hire Date:** 07/05/04  
**Adj. Hire (if different):**

**Job Title:** Emerg Apt Corr Ofcr  
**Department Name:** Sheriff-KCCC  
**Budget Number:** 130079951001  
**Percentage:**

<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 2: Current Status (Complete in Full)

**For HR Use:**
- Pers 1
- Pers 2
- Pers 3
- Leff 1
- Leff 2
- Indigible
- 90-Day Period

**For HR Use:**
- Non-Exempt
- Exempt
- Not Covered

**Other Comp. (describe in "comments"):**
- Longevity
- Allowance
- 2nd Position
- Stipend
- Other

**Department Name:** Sheriffs Office  
**Other Comp.:**
- Non-Exempt
- Longevity
- Allowance
- 2nd Position
- Stipend
- Other

**Budget Number:**

<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. 130079951001</td>
<td>A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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)
- 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):** From Emergency Patrol Officer to Provisional patrol Officer. Provisional appointment expires 03/31/05.

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

**Job Title:** Patrol Officer (Prov)  
**Department Name:** Sheriff-KCCC  
**Budget Number:** 1300251001  
**Percentage:**

<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>

**For HR Use:**
- Pers 1
- Pers 2
- Pers 3
- Leff 1
- Leff 2
- Indigible
- 90-Day Period

**Other Comp. (describe in "comments"):**
- Longevity
- Allowance
- 2nd Position
- Stipend
- Other

**Department Name:** Sheriff-KCCC  
**Other Comp.:**
- Non-Exempt
- Longevity
- Allowance
- 2nd Position
- Stipend
- Other

**Budget Number:**

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
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</thead>
<tbody>
<tr>
<td>A. 1300251001</td>
<td>A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Department Head/Elected Official:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-3-05</td>
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</tbody>
</table>

**Human Resources:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/6/05</td>
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**Commissioner #1:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/6/05</td>
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</table>

**Commissioner #2:**

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
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<td>11/6/05</td>
</tr>
</tbody>
</table>

**Commissioner #3:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/6/05</td>
</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

For HR Use: Eval Date: 11/6/05  
Eval Rating (E = EO 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>THOMPSON</td>
<td>RYAN</td>
<td>T1571</td>
<td>07/15/04</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>EMERG APPT CORR OFCR</td>
<td>5803</td>
<td>87</td>
<td>$13.79</td>
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</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>SHERIFF</td>
<td>130079951001</td>
<td>A. 100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 3: TYPE OF ACTION

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

- **EMERGENCY APPOINTMENT TO CORRECTIONS OFFICER** FOR LACK OF TRAINED PERSONNEL. PROVISIONAL APPOINTMENT EXPIRES NO LATER THAN 03/31/05.

### 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>PROV APPT CORR OFCR</td>
<td>5802</td>
<td>87</td>
<td>$14.07</td>
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</tbody>
</table>

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

- **HUMAN RESOURCES**: 1-3-05
- **COMMISSIONER #1**: 07/15/04
- **COMMISSIONER #2**: 11/01/05
- **COMMISSIONER #3**: 11/01/05

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date: N/A Eval Rating (E - TD - 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>BAILEY</td>
<td>GRANT</td>
<td>B1467</td>
<td>04/22/02</td>
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</table>

**JOB TITLE**

<table>
<thead>
<tr>
<th>PATROL OFFICER (EMERG)</th>
</tr>
</thead>
</table>

**DEPARTMENT NAME**

<table>
<thead>
<tr>
<th>SHERIFF</th>
</tr>
</thead>
</table>

**BUDGET NUMBER**

A. 13002109551001

**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)

**PERCENTAGE**

A. 

**POSITION DATE**

12/01/04

**WORKWEEK**

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

**GRADE**

503

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

6

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

FOR HR USE

**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>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
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<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>(Describe Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
</tbody>
</table>

**Eligible For Rehire**

**Ineligible For Rehire**

**Provide Details of Separation Below**

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
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</thead>
<tbody>
<tr>
<td>PATROL OFFICER (PROV)</td>
<td>5802</td>
<td>87</td>
<td>$16.80</td>
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</table>

**DEPARTMENT NAME**

<table>
<thead>
<tr>
<th>SHERIFF</th>
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</table>

**BUDGET NUMBER**

A. 

**PERCENTAGE**

A. 

**POSITION DATE**

01/01/05

**WORKWEEK**

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

**GRADE**

502

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

26

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

**EFFECTIVE DATE**

01/01/05

**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>
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<tbody>
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<table>
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<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
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<thead>
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<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
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RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04 FOR HR USE: Eval Date: penn Eval Rating (IE - ID = S = AA - S) Initial

Comments (include work schedule if position is less than full-time): From Emergency Patrol Officer to Provisional Patrol Officer. Provisional appointment expires 03/31/05.
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME COSTELLO
FIRST NAME RANDY
EMPLOYEE # C1566
HIRE DATE 09/01/04

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE SHERIFF RESERVE
OCCUP. CODE 5801
UNION 89
BASE WAGE $13.50

DEPARTMENT NAME
BUDGET NUMBER
A. 1300251003
PERCENTAGE
A. 100

POSITION DATE 09/01/04
WORK WEEK Standard (Sun - Sat)
GRADE 501
STEP (for "step" employees) 2

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)

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)

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): From Reserve Deputy to Provisional Corrections Officer.

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

JOB TITLE CORRECTIONS OFC (PROV)
OCCUP. CODE 5802
UNION 87
BASE WAGE $13.79

DEPARTMENT NAME
BUDGET NUMBER
A. 130079951001
PERCENTAGE
A.

POSITION DATE 01/01/05
WORK WEEK Standard (Sun - Sat)
GRADE 502
STEP (for "step" employees) 5

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

**Last Name**: Perry  
**First Name**: Fred  
**Employee #:** P1348  
**Hire Date**: 11/17/03

### Job Title
**Emerg Appt Corr Ofcr**

### Department Name
**Sheriff**

### Budget Number
**A. 130079951001**

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

#### Job Title
**Emerg Appt Corr Ofcr**

#### Department Name
**Sheriff**

#### Budget Number
**A. 130079951001**

### 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**: Provisional appointment to corrections officer for lack of trained personnel. Provisional appointment expires no later than 03/31/05.

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

#### Job Title
**Prov Appt Corr Ofcr**

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

**Human Resources**

**Commissioner #1**

**Commissioner #2**

**Commissioner #3**

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

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

**LAST NAME** | **FIRST NAME** | **EMPLOYEE #** | **HIRE DATE** | **ADJ. HIRE (if different)**
---|---|---|---|---
ADAMS | JOEL | A1673 | 11-18-04 | 

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<thead>
<tr>
<th><strong>JOB TITLE</strong></th>
<th><strong>OCCUP. CODE</strong></th>
<th><strong>UNION</strong></th>
<th><strong>BASE WAGE</strong></th>
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</thead>
<tbody>
<tr>
<td>EXTRA HELP</td>
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<td>84</td>
<td>$10.00</td>
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#### SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

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<thead>
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<th><strong>DEPARTMENT NAME</strong></th>
<th><strong>AUDITOR-ACCOUNT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUDGET NUMBER</strong></td>
<td><strong>PERCENTAGE</strong></td>
</tr>
<tr>
<td>A. 001-110251003</td>
<td>A. 100</td>
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<tr>
<td>B.</td>
<td>B.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>POSITION DATE</strong></th>
<th><strong>WORK WEEK</strong></th>
<th><strong>GRADE</strong></th>
<th><strong>STEP (for &quot;step&quot; employees)</strong></th>
<th><strong>PLACEMENT (for &quot;range&quot; employees)</strong></th>
<th><strong>FOR HR USE</strong></th>
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<tr>
<td></td>
<td></td>
<td>301</td>
<td>13</td>
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#### SECTION 3: TYPE OF ACTION

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

**COMMENTs** (include work schedule if position is less than full-time): EMPLOYEE WAS HIRED IN 2004 AS EXTRA HELP, STARTING IN 2005, THIS EMPLOYEE IS WORKING AS AN INTERN THROUGH CWU.

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

<table>
<thead>
<tr>
<th><strong>JOB TITLE</strong></th>
<th><strong>OCCUP. CODE</strong></th>
<th><strong>UNION</strong></th>
<th><strong>BASE WAGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern</td>
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<td></td>
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</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>DEPARTMENT NAME</strong></th>
<th><strong>BUDGET NUMBER</strong></th>
<th><strong>PERCENTAGE</strong></th>
<th><strong>% OF FULL TIME</strong></th>
<th><strong>FTE WAGE (IF &lt; 100%)</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A.</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th><strong>POSITION DATE</strong></th>
<th><strong>WORK WEEK</strong></th>
<th><strong>GRADE</strong></th>
<th><strong>STEP (for &quot;step&quot; employees)</strong></th>
<th><strong>PLACEMENT (for &quot;range&quot; employees)</strong></th>
<th><strong>EFFECTIVE DATE</strong></th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>301</td>
<td>13</td>
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<td>01-01-05</td>
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#### SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

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<tr>
<th><strong>DEPARTMENT HEAD / ELECTED OFFICIAL</strong></th>
<th><strong>DATE</strong></th>
<th><strong>BUDGET/PAYROLL</strong></th>
<th><strong>DATE</strong></th>
</tr>
</thead>
<tbody>
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<table>
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<tr>
<th><strong>HUMAN RESOURCES</strong></th>
<th><strong>DATE</strong></th>
<th><strong>COMMISSIONER #1</strong></th>
<th><strong>DATE</strong></th>
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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th><strong>COMMISSIONER #2</strong></th>
<th><strong>DATE</strong></th>
<th><strong>COMMISSIONER #3</strong></th>
<th><strong>DATE</strong></th>
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</thead>
<tbody>
<tr>
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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>FINDLEY</td>
<td>JESSICA</td>
<td>F1666</td>
<td>10/15/04</td>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
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<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
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<tbody>
<tr>
<td>EXTRA HELP</td>
<td>3801</td>
<td>84</td>
<td>$8.00</td>
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**DEPARTMENT NAME**

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<tr>
<th>AUDITOR-ELECTIONS</th>
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<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
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<tr>
<td></td>
<td>Pers 1</td>
<td>Pers 2</td>
<td>Non-Exempt</td>
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<td></td>
<td>Pers 1</td>
<td>Pers 3</td>
<td>Exempt</td>
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<td>Leaf 1</td>
<td>Leaf 2</td>
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<td></td>
<td>Ineligible</td>
<td>90-Day Period</td>
<td>2nd Position</td>
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**BUDGET NUMBER**

A. 001-110551003

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<th>SECTION 3: TYPE OF ACTION</th>
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**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):** Employee was hired for assistance with elections and no longer needed.

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
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**DEPARTMENT NAME**

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

Standard (Sun - Sat)

Alternate (Fri Noon - Fri Noon)

7-HOUR DAY

8-HOUR DAY

**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: 11/30/04 Eval Rating (1E - 1D - S - AA - $) Initial ___
### KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

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

<table>
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<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
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<tr>
<td>Hibbs</td>
<td>Matthew</td>
<td>H1671</td>
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#### SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

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<th>JOB TITLE</th>
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<td>Extra Help</td>
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<td>100</td>
<td>$</td>
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#### SECTION 3: TYPE OF ACTION

<table>
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<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
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<tbody>
<tr>
<td>Full-Time (1)</td>
<td>New Hire</td>
<td>Discharge (D)</td>
<td>Performance (P)</td>
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<tr>
<td>Part-Time (2)</td>
<td>Re-Hire</td>
<td>Resignation (Q)</td>
<td>Attendance (A)</td>
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<tr>
<td>Limited Part-Time (3)</td>
<td>Merit / Step</td>
<td>Retired (R)</td>
<td>Conduct (C)</td>
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<tr>
<td>Temporary (4)</td>
<td>Position Change (Describe Below)</td>
<td>Layoff (L)</td>
<td>Other Employment (E)</td>
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<tr>
<td>Casual (5)</td>
<td>Budget Change (Describe Below)</td>
<td>Fail Probation (P)</td>
<td>Personal (L)</td>
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<td>Seasonal (6)</td>
<td>Leave (List Type Below)</td>
<td>Other (O)</td>
<td>Other (O)</td>
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<td>Project (7)</td>
<td>Termination (Provide Separation Info)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
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<tr>
<td>Work Study (8)</td>
<td>Other (Describe Below)</td>
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<td>Volunteer (9)</td>
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**Comments** (include work schedule if position is less than full-time): EMPLOYEE WAS HIRED IN 2004 AS EXTRA HELP, STARTING IN 2005, THIS EMPLOYEE IS WORKING AS AN INTERN THROUGH CWU.

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

<table>
<thead>
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<th>JOB TITLE</th>
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<td>90</td>
<td>$.00</td>
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<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
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<tr>
<td>A.</td>
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<table>
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<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>
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<td>1</td>
<td>01-01-05</td>
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#### SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

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<thead>
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<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
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<table>
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<table>
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<thead>
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RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date: 1/10/05, Eval Rating (HR - 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>JORSVIK</td>
<td>JULIE</td>
<td>K0587</td>
<td>10/18/94</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**

Clerk of the Board

**DEPARTMENT NAME**

Commissioner's Office

**OCCUP. CODE**

1407

**UNION**

40

**BASE WAGE**

$2,379

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

**JOB TITLE**

Clerk of the Board

**OCCUP. CODE**

1407

**UNION**

40

**BASE WAGE**

$2,379

**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)
- LAIRED OFF (L)
- FAIL PROBATION (P)
- OTHER (O)

**REASON FOR SEPARATION**

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

**PERCENTAGE**

A. 100%

**% OF FULL TIME**

100%

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

$  

**FOR HR USE**

- Effort

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

**JOB TITLE**

Clerk of the Board

**OCCUP. CODE**

1407

**UNION**

40

**BASE WAGE**

$2,450

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

**HUMAN RESOURCES**

Date: 11/18/04

**COMMISSIONER #1**

Date: 1/18/05

**COMMISSIONER #2**

Date: 11/05

**COMMISSIONER #3**

Date: 1/10/05

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>DOCTOR</td>
<td>ROBERT</td>
<td>H0100</td>
<td>04/04/88</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 SERGEANT</td>
<td>5710</td>
<td>70</td>
<td>$3950</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>SHERIFF</td>
<td>Pers 1</td>
<td>Non-Exempt</td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>Pers 2</td>
<td>Exempt</td>
<td>Stipend</td>
</tr>
<tr>
<td></td>
<td>Pers 3</td>
<td></td>
<td>Other</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. 1300251001</td>
<td>A. 91.3</td>
<td>100</td>
<td>$</td>
</tr>
<tr>
<td>B. 130029951001</td>
<td>B. 8.7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>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>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td>Provide Details of Separation Below</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></td>
<td></td>
<td></td>
<td>$4050</td>
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</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>SHERIFF</td>
<td>Pers 1</td>
<td>Non-Exempt</td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>Pers 2</td>
<td>Exempt</td>
<td>Stipend</td>
</tr>
<tr>
<td></td>
<td>Pers 3</td>
<td></td>
<td>Other</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 &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/05</td>
<td>Standard</td>
<td>510</td>
<td>1</td>
<td></td>
<td>01/01/05</td>
</tr>
</tbody>
</table>

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

- **DEPARTMENT HEAD / ELECTED OFFICIAL:**
  - Date: 03-05

- **HUMAN RESOURCES:**
  - Date: 1/10/05

- **COMMISSIONER #1:**
  - Date: 11/05/05

- **COMMISSIONER #2:**
  - Date: 1/10/05

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

For HR Use: Eval Date: 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>SCHMID</td>
<td>Barbara</td>
<td>5168</td>
<td>1/10/05</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>Office Assistant</td>
<td>3251</td>
<td>20</td>
<td>1911</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**
- For HR Use
  - Pers 1
  - Pers 2
  - Pers 3
- Leaff 1
- Leaff 2
- Ineligible

**BUDGET NUMBER**
- A. 12751001

**PERCENTAGE**
- A. 100%

**POSITION DATE**
- 01/10/05

**WORK WEEK**
- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)

**GRADE**
- 351

**STEP**
- 1

**PLACEMENT**
- For "step" employees

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td>Provide Details of Separation Below</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):
- Hired to one of two vacant positions in same job.

### 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>Misdemeanant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**
- Misdemeanant

**BUDGET NUMBER**
- A. 12751001

**PERCENTAGE**
- A. 100%

**POSITION DATE**
- 01/10/05

**WORK WEEK**
- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)

**GRADE**
- 351

**STEP**
- 1

**PLACEMENT**
- For "range" employees

**EFFECTIVE DATE**
- 01/10/05

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

**DEPARTMENT HEAD/ELECTED OFFICIAL**
- William Holmes
- 12/30/04

**HUMAN RESOURCES**
- Date: 11/06/05

**COMMISSIONER #1**
- David J. Barnes
- 1/10/05

**COMMISSIONER #2**
- Date: 11/06/05

**COMMISSIONER #3**
- Date: 1/10/05

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 VOCOM
FIRST NAME Leigh Ann
EMPLOYEE # 110681
HIRE DATE 12/27/04

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE Office Assistant
OCCUP. CODE 3251
UNION 20
BASE WAGE $1849

DEPARTMENT NAME Misdemeanant
FOR HR USE

OCCUP. CODE
LEAVE
Per 1 2 Pers 3
Non-Exempt 207(k)
Exempt
Not Covered

BUDGET NUMBER 12751001
A. 100%

PERCENTAGE

% OF FULL TIME 100

OTHER COMP. (describe in "comments")

EFFECTIVE DATE 12/27/04

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE FULL-TIME (1)

EMPLOYEE ACTION NEW HIRE

TYPE OF SEPARATION DISCHARGE (D)

REASON FOR SEPARATION PERFORMANCE (P)

REASIGNATION (Q)

PERFORMANCE (P)

ATTENDANCE (A)

RETIRE (R)

CONDUCT (C)

LAID OFF (L)

OTHER EMPLOYMENT (E)

FAIL PROBATION (P)

PERSONAL (L)

OTHER (O)

POSITION DATE 12/27/04

WORKWEEK Standard (Sun - Sat)

GRADE 351

STEP (for "step" employees) 1

PLACEMENT (for "range" employees)

FOR HR USE

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

JOB TITLE Office Assistant
OCCUP. CODE 3251
UNION 20
BASE WAGE $1849

DEPARTMENT NAME Misdemeanant
FOR HR USE

OCCUP. CODE
LEAVE
Per 1 2 Pers 3
Non-Exempt 207(k)
Exempt
Not Covered

BUDGET NUMBER 12751001
A. 100%

PERCENTAGE

% OF FULL TIME 100

OTHER COMP. (describe in "comments")

EFFECTIVE DATE 12/27/04

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

DEPARTMENT HEAD / ELECTED OFFICIAL William Holmes 12/30/04

BUDGET/PAYROLL				

HUMAN RESOURCES 11/1/05

COMMISSIONER #1 David E. Bauer 11/1/05

COMMISSIONER #2				11/1/05

COMMISSIONER #3				4/10/05

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04 FOR HR USE: Eval Date 11/1, Eval Rating (1E-1D-S-3A-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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walden</td>
<td>Andrea</td>
<td>NW584</td>
<td>1-4-05</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**
Volunteer/Intern - CWU

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

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosecuting Attorney</td>
<td>9000</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**
A. $\text{ }$
B. $\text{ }$

**PERCENTAGE**
A. $\text{ }$
B. $\text{ }$

**POSITION DATE**
1-4-05

**WORKWEEK**
1-4-05

**GRADE**
A. 900

**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>2nd Position</td>
<td>2nd Position</td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosecuting Attorney</td>
<td>9000</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**
A. $\text{ }$
B. $\text{ }$

**PERCENTAGE**
A. $\text{ }$
B. $\text{ }$

**POSITION DATE**
1-4-05

**WORKWEEK**
1-4-05

**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 \(\text{x}\) Eval Rating (1E = S, 2A = S) Initial \(\text{x}\)
**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>ROWAN</td>
<td>JODY</td>
<td>R1301</td>
<td>02/07/01</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORRECTIONS OFFICER</td>
<td>5721</td>
<td>72</td>
<td>$2825</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</td>
<td>5721</td>
<td>72</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. 1300751001</td>
<td>100</td>
<td>100</td>
<td>$2825</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>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
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<tr>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
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</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>TERMINATION</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>OTHER</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
</tbody>
</table>

Provide Details of Separation Below

**SECTION 3: TYPE OF ACTION**

| 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>DEPARTMENT NAME</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</td>
<td>5721</td>
<td>72</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. 1300751001</td>
<td>100</td>
<td>100</td>
<td>$2825</td>
</tr>
</tbody>
</table>

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

**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  INCLAIR
FIRST NAME  DREW
EMPLOYEE #  S1551
HIRE DATE  10/01/03
ADJ. HIRE (if different)  11/01/03

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE  CORRECTIONS OFFICER
OCCUP. CODE  5721
UNION  72
BASE WAGE  $2439

DEPARTMENT NAME  SHERIFF

BUDGET NUMBER
A. 130070251001

PERCENTAGE  A. 100

% OF FULL TIME  100

FTE WAGE (IF < 100%)  

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): Retro increase to 11/1/04 should be at $2482 per contract for 11/01-12/31/04. Drew then moves to $2531 in 1/1/05 per contract.

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

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE  $2531

DEPARTMENT NAME

BUDGET NUMBER
A. 

PERCENTAGE  A.

% OF FULL TIME  

FTE WAGE (IF < 100%)  

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

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** | **FIRST NAME** | **EMPLOYEE #** | **HIRE DATE** | **ADJ. HIRE (if different)**
--- | --- | --- | --- | ---
URGENS | KATHY | J0040 | 08/02/79 | 

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

**JOB TITLE** | **OCCUP. CODE** | **UNION** | **BASE WAGE**
--- | --- | --- | ---
FINANCE SYSTEM MGR | 2362 | 30 | $3,956.

**DEPARTMENT NAME**
PUBLIC WORKS

**BUDGET NUMBER**
A. 106-54300

**POSITION DATE** | **WORKWEEK** | **GRADE** | **STEP (for "step" employees)** | **PLACEMENT (for "range" employees)**
--- | --- | --- | --- | ---
11/13/92 | Standard (Sun - Sat) | 262 | 5 | 

**SECTION 3: TYPE OF ACTION**

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

**MENMENTS (include work schedule if position is less than full-time):** EMPLOYEE'S ANNUAL EVALUATION HAS BEEN COMPLETED. A 4% MERIT RAISE IS RECOMMENDED. Paul met w/Bocc 12/13/04, left original PAF  to circulate for signatures. PAF Eval is missing.

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

**JOB TITLE** | **OCCUP. CODE** | **UNION** | **BASE WAGE** | **BUDGET NUMBER** | **PERCENTAGE** | **% OF FULL TIME** | **FTE WAGE (IF < 100%)**
--- | --- | --- | --- | --- | --- | --- | ---
FINANCE SYSTEM MGR | 2362 | 30 | $4,114.00 | A. | 100% | 100 | 

**B.**

**POSITION DATE** | **WORKWEEK** | **GRADE** | **STEP (for "step" employees)** | **Effective Date**
--- | --- | --- | --- | ---
07/01/04 | Standard (Sun - Sat) | 262 | 6 | 11/01/04

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

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04
In 2004, Northern Kittitas Co. Historical Society was awarded $2,500.00 for brochures. I called Mary Pitts and she said the board was meeting later this month and wouldn’t have the brochures purchased until March 2005. Can they be allowed to carry over their request?
Please include in your next regular agenda session and read into the minutes:

Voucher Approval

The Kittitas County Board of County Commissioners on ____01-10-05____ 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 #81015857 through 810151101 in the amount of $____449,499.12____.

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 1/5/20 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 payroll warrant #55693 through 557248 in the amount of $21,881.

Auditing officers 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 [date] 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 # [number] through [number] in the amount of $ [amount].

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 01-05-06 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 # 810160840 through 810160856 in the amount of $211,900.14.

Auditing officer’s notes:

 Commissioner Remarks: