Those present: Perry Huston, Al Crankovich, David Bowen, Shannon Carlson

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Update Commissioner’s Schedule</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Review Fair Facility Schedule</td>
<td>REVIEWED</td>
<td>N/A</td>
</tr>
<tr>
<td>Land Use Planning Training in Moses Lake.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who needs a County Car?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAF &amp; Voucher approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AL AND DAVE TO TAKE COUNTY CAR.</td>
<td>SHANNON</td>
</tr>
<tr>
<td></td>
<td>APPROVED AND SIGNED</td>
<td>SHANNON</td>
</tr>
<tr>
<td></td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
</tbody>
</table>
Good Morning,

UPDATE on building use for weeks March 18-31

March
21  Western Art Assoc Mtg - Fine Arts  6p-9p
21-24  KC Sheriff Training – Youth Craft  6p-9p
22  Master Gardners – Youth Craft  7a-3p
23  CDS Local Planning Workshop – 4H  6p-9p
24  Master Gardners – Youth Craft  7a-3p
26  Beef & Swine Pre-Show – Bloom, Home Arts
29  BOCC Public Mtg – Home Arts 6p-9p
29  Elementary Ag – Bloom, grounds, Home Arts (lunch)

April
   2  Hawk/Gordon wedding Recpt – Home Arts/FV
   2  EWQH Tack Sale – Fine Arts

Kathryn D. Anderson
Administrative Secretary
Kittitas County Fair
September 1-5, 2005
509-962-7639
1-800-426-5342
<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>03-14-05</td>
<td>Notice from CRAB</td>
<td>Proposed Changes to WAC 136-28-010, 020 and 030</td>
<td></td>
<td></td>
<td>CRAB</td>
</tr>
<tr>
<td>03-14-05</td>
<td>Email from Bill Vogler</td>
<td>HB 2224 out of rules and now on House floor</td>
<td>Sent copy to BOCC</td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>03-14-05</td>
<td>Notice from US Department of AG-Forest Service</td>
<td>Two Commercial Thinning Timber projects being analyzed in the Cle Elum Area.</td>
<td>Copy to Al</td>
<td></td>
<td>US Department of Ag-Forest Service</td>
</tr>
<tr>
<td>03-15-05</td>
<td>Letter to Mayor Ed Barry from Sande DeSalles</td>
<td>Stop Signs at various locations around the fair and Parking on 6th Ave Between Chestnut Ave and Poplar Street</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments- Fair</td>
</tr>
<tr>
<td>03-15-05</td>
<td>Memo from the Boundary Review Board</td>
<td>Cascade Irrigation District Boundary Adjustment annexation BRB 04-06</td>
<td>Dave and Al copies</td>
<td></td>
<td>Kittitas County Boundary Review Board</td>
</tr>
<tr>
<td>03-15-05</td>
<td>Email from Sam Lorenz</td>
<td>Meeting March 16th at 10:00 AM in Wenatchee WA</td>
<td>Forward Copy to BOCC</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>03-15-05</td>
<td>Email from Sophia Byrd</td>
<td>Senate Passes Court Funding Bill.</td>
<td>Forward Copy to BOCC</td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>03-15-05</td>
<td>Email from Pat Deneen</td>
<td>Request to be re-appointed to the Water Conservancy Board</td>
<td></td>
<td></td>
<td>Water Conservancy Board</td>
</tr>
<tr>
<td>03-16-05</td>
<td>Letter to Rick Young from Richard and Marla Harding-Haynes</td>
<td>Concerns Compliant/Concerns with the Kittitas Police Department</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>03-16-05</td>
<td>Agenda</td>
<td>Puget Sound Regional Council General Assembly Meeting-Seattle March 24th</td>
<td></td>
<td></td>
<td>Puget Sound Regional Council</td>
</tr>
<tr>
<td>03-16-05</td>
<td>Email from Sophia Byrd</td>
<td>Last Chance to Save GMA Bill</td>
<td>Forwarded Copy to BOCC</td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>03-17-05</td>
<td>Email from Peg Bryant</td>
<td>Clarification of Charge by COG</td>
<td>Forwarded Copy to BOCC</td>
<td></td>
<td>Kittitas County</td>
</tr>
</tbody>
</table>
# BOARD OF COMMISSIONERS

**CORRESPONDENCE LOG FOR THE WEEK ENDING:** March 18, 2005

**REVIEWED AT ADMINISTRATIVE MEETING ON:** March 21, 2005

<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>03-17-05</td>
<td>Letter from US. Department of the Interior</td>
<td>Stakeholder Meeting RE: Summary Report Appraisal Assessment of the Black Rock Alternative. March 29th @ 1:00 P.M. Yakima WA</td>
<td></td>
<td>David and Al Copies</td>
<td>US Department of the Interior</td>
</tr>
<tr>
<td>03-17-05</td>
<td>Letter from DCTED</td>
<td>Acknowledgement of receiving the CDBG Planning Only Grant</td>
<td>CC-Susan Grindle</td>
<td></td>
<td>DCTED</td>
</tr>
<tr>
<td>03-17-05</td>
<td>Email from David Bowen</td>
<td>Response to Email from Peg Bryant</td>
<td></td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>03-17-05</td>
<td>Letter from Gordon Blossom</td>
<td>Locked Gates on County Roads</td>
<td>Dave and Al Copies</td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>03-17-05</td>
<td>Memo from CDS-Joanna Valencia</td>
<td>Notice of Application: Schumacher Rezone Suburban to Highway Commercial</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>03-17-05</td>
<td>Email from Chad Bala</td>
<td>Comments regarding Peg Bryant's email</td>
<td>Forwarded to BOCC</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>03-18-05</td>
<td>Letter from DCTED</td>
<td>CDBG grant funding award.</td>
<td></td>
<td></td>
<td>DCTED</td>
</tr>
<tr>
<td>03-18-05</td>
<td>Letter from Jan Sharar to Jeff Hutchinson</td>
<td>Setbacks from Zahnle Property Line Thorp Pit</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>03-18-05</td>
<td>Report from WA State Institute for Public Policy</td>
<td>Washington's Dangerous Mentally Ill Offender Law</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>03-18-05</td>
<td>Notice from the State of WA Forest Practice Board</td>
<td>Notice of Rule Making Activities</td>
<td>Copies Al</td>
<td></td>
<td>State of WA Forest Practices Board</td>
</tr>
<tr>
<td>03-18-05</td>
<td>Notice of Meeting</td>
<td>Meeting April 7, 2005 TFW/Forests and Fish Policy</td>
<td>Copes Al</td>
<td></td>
<td>State of WA Forest Practices Board</td>
</tr>
<tr>
<td>03-18-05</td>
<td>Report</td>
<td>Facilities Equipment Log from Tom Swenson</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Maintenance</td>
</tr>
</tbody>
</table>
Please include in your next regular agenda session and read into the minutes:

**Voucher Approval**

The Kittitas County Board of County Commissioners on **3-18-05** 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 #810153174 through 810153178 in the amount of $18,351.53.

Auditing officer’s notes:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Commissioner Remarks:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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

**Voucher Approval**

The Kittitas County Board of County Commissioners on **3-18-05** 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 #**810157468** through **810157400** in the amount of $**916.62**.

Auditing officer’s notes: 

__________________________

__________________________

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__________________________

Commissioner Remarks: 

__________________________

__________________________

__________________________

__________________________

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

Voucher Approval

The Kittitas County Board of County Commissioners on ____3-15-05____ 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 #____810153005____ through ____810153007____ in the amount of $____1260.54____.

Auditing officer’s notes:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
Kittitas County
Board of County Commissioners

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

Voucher Approval

The Kittitas County Board of County Commissioners on __3-15-05__ 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 #80152935 through 80152964 in the amount of $1,260.54.

Auditing officer’s notes: 

<table>
<thead>
<tr>
<th>Warrant Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>80152935</td>
</tr>
<tr>
<td>810152796</td>
</tr>
<tr>
<td>810152798</td>
</tr>
<tr>
<td>810152871</td>
</tr>
</tbody>
</table>

Commissioner Remarks: 

<table>
<thead>
<tr>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

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

- **Last Name**: Warren
- **First Name**: Gregory
- **Employee #:** W1404
- **Hire Date**: 04/27/01
- **Adj. Hire (if different)**: 02/01/01

**JOB TITLE**: Bailiff

**Department Name**: Upper Court

**Budget Number**

<table>
<thead>
<tr>
<th>A.</th>
<th>B.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Position Date**: 04/27/05

**Workweek**

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

**Grade**: J76

<table>
<thead>
<tr>
<th>A.</th>
<th>B.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type of Action**

- [ ] New Hire
- [ ] Re-Hire
- [ ] Position Change (Describe Below)
- [ ] Leave (List Type Below)
- [ ] Other (Describe Below)

**Reason for Separation**

- [ ] Discharge (D)
- [ ] Resignation (Q)
- [ ] Leave (List Type Below)
- [ ] Other (O)

**Comments** (Include work schedule if position is less than full-time): Greg Warren resigned from the Cle Elum Police Department this year to seek other employment - he is no longer available to serve in the capacity of Bailiff in the Upper Kittitas County District Court.

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

- **Department Name**
- **Budget Number**
- **Position Date**

**Return form to Human Resources for distribution**

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

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

- **EMPLOYEE #**: M1701
- **HIRE DATE**: 3/21/05
- **ADJ. HIRE (if different)**:

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

- **JOB TITLE**: Administrative Asst. II
- **OCCUP. CODE**: 3308
- **UNION**: 30
- **BASE WAGE**: $2614
- **DEPARTMENT NAME**: Public Health
- **PERCENTAGE**: 100%
- **FTE WAGE (IF < 100%)**: $____

### SECTION 3: TYPE OF ACTION

- **EMPLOYEE TYPE**: Full-Time (1)
- **EMPLOYEE ACTION**: New Hire
- **TYPE OF SEPARATION**: Discharge (D)
- **REASON FOR SEPARATION**: Performance (P)
- **OTHER COMP. (describe in "comments")**: Longevity
- **PLACEMENT (for range employees)**: 6

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

- **JOB TITLE**: Administrative Asst. II
- **OCCUP. CODE**: 3308
- **UNION**: 30
- **BASE WAGE**: $

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

- **DEPARTMENT HEAD/ELECTED OFFICIAL**: Date
- **HUMAN RESOURCES**: Date
- **COMMISSIONER #1**: Date
- **COMMISSIONER #2**: Date
- **COMMISSIONER #3**: Date

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

*Updated: 04/06/04*
The position of grounds keeper at the Fairgrounds is being phased out. This was a non-union position. The position is being upgraded to a Maintenance Tech 1 position which is a union position.
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

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

- **LAST NAME**: Romig
- **FIRST NAME**: Frank
- **EMPLOYEE #:** R1703
- **HIRE DATE**: 4/1/05
- **ADJ. HIRE (if different)**

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

- **JOB TITLE**: Maintenance Tech 1
- **OCCUP. CODE**: 4623
- **UNION**: 60
- **BASE WAGE**: $14.09

**SECTION 3: TYPE OF ACTION**

- **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**: Maintenance Tech 1
- **OCCUP. CODE**: 4623
- **UNION**: 60
- **BASE WAGE**: $14.09

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

- **DATE**: 3-15-05
- **DATE**: 3/18/05
- **DATE**: 3/21/05

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>RAPACZ</td>
<td>DEBBIE</td>
<td>B1508</td>
<td>03-12-03</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>LICENSING DEPUTY (7)</td>
<td>3216</td>
<td>20</td>
<td>$1,671.00</td>
</tr>
</tbody>
</table>

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

<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>Auditor</td>
<td></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>A.</th>
<th>B.</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-12-03</td>
<td></td>
<td>316</td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)

**COMMENTS (include work schedule if position is less than full-time):** As per union contract settlement

**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>LETTUCE</td>
<td>3216</td>
<td>20</td>
<td>$1,911.00</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>
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<tr>
<td></td>
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<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
</tr>
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<tbody>
<tr>
<td>03-01-05</td>
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<td>1</td>
<td></td>
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</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>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</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** Holmes  
**FIRST NAME** William  
**EMPLOYEE #** H0071  
**HIRE DATE** 2/21/85  
**ADJ. HIRE (if different)**

### JOB TITLE
Probation Services Director

### OCCUP. CODE
1311

### UNION
30

### BASE WAGE
$4815

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

### DEPARTMENT NAME
Probation Services

### BUDGET NUMBER
A. 1220151001  
B. 12751001

### PERCENTAGE
A. 88%  
B. 12%

### % OF FULL TIME
100

### FTE WAGE (IF < 100%)
$

### POSITION DATE
1/1/97

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

### GRADE
111

### STEP (for "step" employees)
5

### PLACEMENT (for "range" employees)

### EFFECTIVE DATE
1/1/97

### USE FOR HR USE:
- **Standard (Sun - Sat)**
- **Alternate (Fri Noon - Fri Noon)**
- **207(k) exception**

### POSITION

### WORKWEEK

### GRADE

### STEP (for "step" employees)

### PLACEMENT (for "range" employees)

## SECTION 3: TYPE OF ACTION

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

### EMPLOYEE ACTION
- NEW HIRE
- RE-HIRE
- 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)

### OTHER EMPLOYMENT
- Eligible For Rehire
- Ineligible For Rehire

#### COMMENTS
(Include work schedule if position is less than full-time): Annual evaluation. Rating would provide 5% wage increase but employee has reached the maximum wage for the position per MyKin wage scale with a resultant 2.2% increase.

### POSITION DATE
1/1/97

### WORK WEEK

### GRADE

### STEP (for "step" employees)

### PLACEMENT (for "range" employees)

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

### DEPARTMENT NAME

### BUDGET NUMBER
A.  
B.  

### PERCENTAGE
A.  
B.  

### % OF FULL TIME
100

### FTE WAGE (IF < 100%)
$

### POSITION DATE
1/1/97

### WORK WEEK

### GRADE

### STEP (for "step" employees)

### PLACEMENT (for "range" employees)

### EFFECTIVE DATE
1/1/05

## 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 _____ 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</th>
<th>BSBAILEY</th>
<th>GRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>B1467</td>
<td>04/22/02</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>SHERIFF</th>
<th>FOR HR USE</th>
<th>OTHER COMP.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pres 1</td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Exempt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leave 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leave 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insufficient 90-Day Period</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 13002109551001</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 3: TYPE OF ACTION

- **Employee Type**: Full-Time (1)
- **Employee Action**: New Hire (D)
- **Type of Separation**: Discharge (D)
- **Reason for Separation**: Performance (P)

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

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESERVE DEPUTY</td>
<td>5801</td>
<td>89</td>
<td>$13.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>SHERIFF</th>
<th>FOR HR USE</th>
<th>OTHER COMP.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pres 1</td>
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<tr>
<td></td>
<td></td>
<td>Non-Exempt</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leave 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Leave 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insufficient 90-Day Period</td>
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</tbody>
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<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. 1300251003</td>
<td>100</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</th>
<th>PLACEMENT</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/16/05</td>
<td></td>
<td>501</td>
<td>2</td>
<td></td>
<td>3/16/05</td>
</tr>
</tbody>
</table>

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

- **Department Head/Elected Official**: Signature
- **Human Resources**: Signature
- **Commissioner #1**: Signature
- **Commissioner #2**: Signature
- **Budget/Payroll**: Signature
- **Human Resources**: Signature
- **Commissioner #3**: Signature

**Updated**: 04/06/04

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

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION