Those present: Perry Huston, Alan Crankovich, Julie Kjorsvik, Shannon Carlson

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Update Commissioner's Schedule</td>
<td>REVIEWED/UPDATED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>PAF/Voucher approval</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
</tbody>
</table>
**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>NORRIS</td>
<td>JAMES</td>
<td>N1712</td>
<td>04/05/05</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**

FLAGGER

**DEPARTMENT NAME**

PUBLIC WORKS

**BUDGET NUMBER**

A. 106-54200

**BASE WAGE**

$10.00 HR

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

<table>
<thead>
<tr>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pers 1</td>
<td>Pers 1</td>
</tr>
<tr>
<td>Pers 2</td>
<td>Pers 2</td>
</tr>
<tr>
<td>Pers 3</td>
<td>Pers 3</td>
</tr>
<tr>
<td>Leaf 1</td>
<td>Leaf 1</td>
</tr>
<tr>
<td>Leaf 2</td>
<td>Leaf 2</td>
</tr>
<tr>
<td>Ineligible</td>
<td>Ineligible</td>
</tr>
<tr>
<td>90-Day Period</td>
<td>90-Day Period</td>
</tr>
<tr>
<td>Non-Exempt</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Exempt</td>
<td>Exempt</td>
</tr>
<tr>
<td>Not Covered</td>
<td>Not Covered</td>
</tr>
</tbody>
</table>

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

- Longevity
- Allowance
- Stipend
- 2nd Position
- Other

**PERCENTAGE**

A. 100%

**FOR HR USE**

- Non-Exempt
- Exempt
- Ineligible
- 90-Day Period
- Not Covered

**PERCENTAGE OF FULL TIME**

% OF FULL TIME

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

$ 

**FOR HR USE**

- Non-Exempt
- Exempt
- Ineligible
- 90-Day Period
- Not Covered

**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>TEMPORARY (3)</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>CASUAL (4)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>LAIRED OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>SEASONAL (5)</td>
<td>LEAVE (List Type Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>PROJECT (6)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>WORK STUDY (7)</td>
<td>OTHER (Describe Below)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>VOLUNTEER (8)</td>
<td></td>
<td></td>
<td>Provide Details of Separation Below</td>
</tr>
</tbody>
</table>

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

EMPLOYEE FAILED TO SHOW UP FOR WORK ON JUNE 6, 2005. HE HAD BEEN WARNED ON NUMEROUS OCCASIONS, BY HIS IMMEDIATE SUPERVISOR, THAT ABSENCE FROM WORK WITHOUT AUTHORIZATION WAS UNACCEPTABLE AND SUBJECT TO TERMINATION.

**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**

PUBLIC WORKS

**BUDGET NUMBER**

A. A.

B. B.

**PERCENTAGE**

A. A.

**FOR HR USE**

- Non-Exempt
- Exempt
- Ineligible
- 90-Day Period
- Not Covered

**FOR HR USE**

- Non-Exempt
- Exempt
- Ineligible
- 90-Day Period
- Not Covered

**PERCENTAGE OF FULL TIME**

% OF FULL TIME

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

$ 

**FOR HR USE**

- Non-Exempt
- Exempt
- Ineligible
- 90-Day Period
- Not Covered

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

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 03/17/04
# Kittitas County Personnel Action Form (PAF)

## Section 1: Employee (Complete in Full)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Iall</td>
</tr>
<tr>
<td>First Name</td>
<td>Jennifer</td>
</tr>
<tr>
<td>Employee #</td>
<td>H1568</td>
</tr>
<tr>
<td>Hire Date</td>
<td>09/01/04</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Sheriff Reserves</td>
</tr>
<tr>
<td>Occu. Code</td>
<td>5801</td>
</tr>
<tr>
<td>Union</td>
<td>89</td>
</tr>
<tr>
<td>Base Wage</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

## Section 3: Type of Action

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>New Hire</th>
<th>Re-Hire</th>
<th>Position Change</th>
<th>Budget Change</th>
<th>Leave</th>
<th>Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Separation</td>
<td>Discharge</td>
<td>Resignation</td>
<td>Retired</td>
<td>Layoff</td>
<td>Fail Probation</td>
<td>Other</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Occu. Code</td>
<td></td>
</tr>
<tr>
<td>Union</td>
<td></td>
</tr>
<tr>
<td>Base Wage</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head/Elected Official</td>
<td>7-7-05</td>
</tr>
<tr>
<td>Human Resources</td>
<td>7-6-05</td>
</tr>
<tr>
<td>Commissioner #1</td>
<td>7-8-05</td>
</tr>
<tr>
<td>Commissioner #2</td>
<td>7-6-05</td>
</tr>
<tr>
<td>Commissioner #3</td>
<td>7-11-05</td>
</tr>
</tbody>
</table>

## Comments (Include Work Schedule if Position is Less than Full-Time):

Provide Details of Separation Below

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>
</tr>
</thead>
<tbody>
<tr>
<td>MCPHERSON</td>
<td>JEREMY</td>
<td>M1523</td>
<td>06/01/03</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF RESERVES</td>
<td>5801</td>
<td>89</td>
<td>$10.00</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>NEW HIRED</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td></td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td></td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td></td>
<td>POSITION CHANGE</td>
<td>LAID-OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td></td>
<td>BUDGET CHANGE</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td></td>
<td>(Describe Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td></td>
<td>LEAVE (List Type Below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TERMINATION (Provide Separation Info)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER (Describe Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS (include work schedule if position is less than full-time):** COMMISSIONED INTO THE US AIR FORCE.

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

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

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

**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>EWETT</td>
<td>NANCY</td>
<td>J0167</td>
<td>12/16/91</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>COURT ADMINISTRATOR</td>
<td>1310</td>
<td>30</td>
<td>$3,445</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDC</td>
<td>A. 12451001</td>
<td>A. 100%</td>
<td>100%</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>

**COMMENTS (include work schedule if position is less than full-time):** Employee will cease to receive "Court Commissioner" stipend of $408/monthly. Wage scale updated to Min - $3,380 Med - $3921 - Max - $4,462.

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNI ON</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$3,921</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A.</td>
<td>A.</td>
<td>100%</td>
<td>$</td>
<td>06/01/05</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></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<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 - 1D - S - AA - S) Initial ______
KITTITAS COUNTY
PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME Volpers
FIRST NAME John
EMPLOYEE # W0092
HIRE DATE 06/01/87

JOB TITLE Environmental Health Director
OCCUP. CODE 1333
UNION 30
BASE WAGE $4375

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

DEPARTMENT NAME Public Health
BUDGET NUMBER A. 116 6150151001
PERCENTAGE A. 100
PER HR USE
FOR HR USE
Pers 1 Pers 2 Pers 3
Non-Exempt Exempt Ineligible
90-Day Period Not Covered

OTHER COMP. (describe in "comments")

FOR HR USE
Longevity Stipend 2nd Position
Allowance Other

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

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

FOR HR USE
Non-Exempt Exempt Stipend
Other

FOR HR USE
2nd Position Ineligible

FOR HR USE
90-Day Period Not Covered

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

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

FOR HR USE
Non-Exempt Exempt Stipend
Other

FOR HR USE
2nd Position Ineligible

FOR HR USE
90-Day Period Not Covered

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

POSITION DATE 05/16/97
WORK WEEK 0
GRADE 133
STEP (for "step" employees) 0
PLACEMENT (for "range" employees) 5

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)
RETIRER (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)

Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time): John has met the expectations for a satisfactory job rating and it is recommended that he receive a 3% salary increase. This will taking him over the wage rate so he will be receiving the maximum for his wage range -- $4,462.00.

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

JOB TITLE
OCCUP. CODE 1333
UNION 30
BASE WAGE $4462

DEPARTMENT NAME
BUDGET NUMBER
PERCENTAGE
% OF FULL TIME
FTE WAGE (IF < 100%)

FOR HR USE
Pers 1 Pers 2 Pers 3
Non-Exempt Exempt Ineligible
90-Day Period Not Covered

OTHER COMP. (describe in "comments")

FOR HR USE
Longevity Stipend 2nd Position
Allowance Other

FOR HR USE
Non-Exempt Exempt Stipend
Other

FOR HR USE
2nd Position Ineligible

FOR HR USE
90-Day Period Not Covered

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

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

FOR HR USE
Non-Exempt Exempt Stipend
Other

FOR HR USE
2nd Position Ineligible

FOR HR USE
90-Day Period Not Covered

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

POSITION DATE 05/16/97
WORK WEEK 0
GRADE 133
STEP (for "step" employees) 0
PLACEMENT (for "range" employees)
EFFECTIVE DATE 6/1/05

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

WANTZER

FIRST NAME

Nancy

EMPLOYEE #

J1746

HIRE DATE

7/1/2005

ADJ. HIRE (if different)


SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE


OCCUP. CODE

3669

UNION

87

BASE WAGE


$8.50

DEPARTMENT NAME

Juvenile

FOR HR USE

Pers 1 [X] Pers 2 [X] Pers 3 [X]

Leaff 1 [X] Leaff 2 [X]

 Eligible [X] 90-Day Period

FOR HR USE

Non-Exempt [X] Exempt [X]

Other

OTHER COMP. (describe in "comments")

Longevity [X] Disability [X] Allowance [X]

Stipend [X] Other

BUDGET NUMBER

1220122551003

PERCENTAGE

% OF FULL TIME

25

FTE WAGE (IF < 100%)


$8.50

FOR HR USE

7-HOUR DAY

8-HOUR DAY

WORKWEEK

A. Standard (Sun - Sat)

B. Alternate (Fri Noon - Fri Noon)

POSITION DATE

7/1/2005

WORKWEEK

A. Standard (Sun - Sat)

B. Alternate (Fri Noon - Fri Noon)

GRADE

3

STEP (for "step" employees)

2

PLACEMENT (for "range" employees)

6

EFFECTIVE DATE

7/1/2005

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE

[ ] FULL-TIME (1)

[ ] PART-TIME (2)

[ ] LIMITED PART-TIME (3)

[ ] TEMPORARY (4)

[ ] CASUAL (5)

[ ] SEASONAL (6)

[ ] PROJECT (7)

[ ] WORK STUDY (8)

[ ] VOLUNTEER (9)

EMPLOYEE ACTION

[ ] NEW HIRE

[ ] RE-HIRE

[ ] MERIT / STEP

[ ] POSITION CHANGE (Describe Below)

[ ] BUDGET CHANGE (Describe Below)

[ ] TERMINATION (Provide Separation Info)

[ ] OTHER (Describe Below)

TYPE OF SEPARATION

[ ] DISCHARGE (D)

[ ] RESIGNATION (Q)

[ ] RETIRED (R)

[ ] LAID OFF (L)

[ ] FAIL PROBATION (P)

[ ] OTHER (O)

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):

emergency appointment pending hiring process.

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

JOB TITLE

Receptionist

O NICE WORKER

OCCUP. CODE

3669

UNION

87

BASE WAGE

$8.50

DEPARTMENT NAME

Juvenile

FOR HR USE

Pers 1 [X] Pers 2 [X] Pers 3 [X]

Leaff 1 [X] Leaff 2 [X]

 Eligible [X] 90-Day Period

FOR HR USE

Non-Exempt [X] Exempt [X]

Other

OTHER COMP. (describe in "comments")

Longevity [X] Disability [X] Allowance [X]

Stipend [X] Other

BUDGET NUMBER

1220122551003

PERCENTAGE

% OF FULL TIME

25

FTE WAGE (IF < 100%)


$8.50

FOR HR USE

7-HOUR DAY

8-HOUR DAY

WORKWEEK

A. Standard (Sun - Sat)

B. Alternate (Fri Noon - Fri Noon)

POSITION DATE

7/1/2005

WORKWEEK

A. Standard (Sun - Sat)

B. Alternate (Fri Noon - Fri Noon)

GRADE

3

STEP (for "step" employees)

2

PLACEMENT (for "range" employees)

6

EFFECTIVE DATE

7/1/2005

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
**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>Griffith</td>
<td>Christopher</td>
<td>6147</td>
<td>07/18/05</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**

Building Inspector

**OCCUP. CODE**

2442

**UNION**

40

**BASE WAGE**

$3016

**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>Building Inspector</td>
<td>2442</td>
<td>40</td>
<td>$3016</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

CDS

**BUDGET NUMBER**

A. 140151001

**PERCENTAGE**

A. 100

**SECTION 3: TYPE OF ACTION**

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

CDS

**BUDGET NUMBER**

A. 140151001

**PERCENTAGE**

A. 100

**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>7/18/05</td>
<td></td>
<td>7/18/05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/18/05</td>
<td></td>
<td>7/18/05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/18/05</td>
<td></td>
<td>7/11/06</td>
</tr>
</tbody>
</table>

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date: [ ] Eval Rating (IE - ID - S - AA - S) Initial: [ ]
Kittitas County
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 [7-5-05] 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 #81015632 through 81015639.3 in the amount of $137.00.

Auditing officer's notes: VOIPED WARRANTS

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 7-5-05 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 #81015668 through 81015667 in the amount of $6582.13.

Auditing officer’s notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
<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>07-05-05</td>
<td>Letter from Sahlberg Equipment Company to Public Works and BOCC</td>
<td>Protest of Bids</td>
<td>Copy to Each Commissioner &amp; Public Works</td>
<td>Kittitas County Departments - Public Works</td>
<td></td>
</tr>
<tr>
<td>07-05-05</td>
<td>Email from Dave Hurwitz</td>
<td>ORV Comments</td>
<td>Copy to the Clerk and Public Works</td>
<td>Kittitas County Departments - Public Works</td>
<td></td>
</tr>
<tr>
<td>07-05-05</td>
<td>Email from Fred Marion</td>
<td>Illegal Fireworks Legal in Kittitas County</td>
<td>Copy to Each Commissioner - Perry to Respond</td>
<td>Kittitas County Commissioners</td>
<td></td>
</tr>
<tr>
<td>07-05-05</td>
<td>Newsletter</td>
<td>About Growth</td>
<td></td>
<td>Washington State Department - Community Trade and Economic Development</td>
<td></td>
</tr>
<tr>
<td>07-05-05</td>
<td>Invoice</td>
<td>LCA</td>
<td>Original to Judy</td>
<td>Kittitas County Departments - KCSO</td>
<td></td>
</tr>
<tr>
<td>07-05-05</td>
<td>Newsletter</td>
<td>Shoptalk</td>
<td></td>
<td>WA State Department - Ecology</td>
<td></td>
</tr>
<tr>
<td>07-05-05</td>
<td>Agenda</td>
<td>City of Ellensburg</td>
<td></td>
<td>Front Desk</td>
<td></td>
</tr>
<tr>
<td>07-06-05</td>
<td>Comments from Chuck Cruse, Catherine Dunn and Mark Wald</td>
<td>Sub-division Code</td>
<td>Copy to the Clerk for Public Hearing and Darryl Piercy</td>
<td>Kittitas County Departments - CDS</td>
<td></td>
</tr>
<tr>
<td>07-06-05</td>
<td>Email from Paul Parker</td>
<td>Columbia River Partnership Meeting with Jay Manning</td>
<td>Copy to Each Commissioner</td>
<td>WSAC</td>
<td></td>
</tr>
<tr>
<td>07-06-05</td>
<td>Letter from K. Bryan Olson</td>
<td>Response to SEPA Notice of Action for the application of a Mini Storage Facility</td>
<td>Copy to CDS and Prosecutors</td>
<td>Kittitas County Departments - CDS</td>
<td></td>
</tr>
<tr>
<td>07-07-05</td>
<td>Email from Paul Parker</td>
<td>Ballot Measure Guidance</td>
<td>Copy forwarded to each Commissioner</td>
<td>WSAC</td>
<td></td>
</tr>
<tr>
<td>07-07-05</td>
<td>Email from Urban Eberhart</td>
<td>Irrigation Notes</td>
<td>Copy forwarded to Commissioners and Darryl Piercy</td>
<td>Kittitas County Departments - CDS</td>
<td></td>
</tr>
<tr>
<td>07-07-05</td>
<td>Letter from Bob and Joy Golliver</td>
<td>Comments Regarding ORV Public Hearing</td>
<td>Copy to Clerk for Public Hearing and Copy to DPW</td>
<td>Kittitas County Departments - DPW</td>
<td></td>
</tr>
<tr>
<td>07-07-05</td>
<td>Letter to Commissioner Bowen</td>
<td>DSHS and County Agreement on</td>
<td>Copy to David</td>
<td>Copy to Greg Zempel</td>
<td>State of WA DSHS</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
<td>ACTION</td>
<td>FOLLOW UP</td>
<td>FILE REFERENCE</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
<td>---------</td>
<td>--------</td>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>07-07-05</td>
<td>Notice from the US Department of AG-Forest Service</td>
<td>General Terms and Conditions</td>
<td>Copy to Al</td>
<td>US Department of AG-Forest Service</td>
<td></td>
</tr>
<tr>
<td>07-07-05</td>
<td>Memo from CDS-Graham Simon Planner II</td>
<td>Notice of Application-The Ranch on Swauk Creek Rezone</td>
<td>Copy to Al</td>
<td>Kittitas County Departments- CDS</td>
<td></td>
</tr>
<tr>
<td>07-07-05</td>
<td>Memo from CDS-Joanna Valencia</td>
<td>Application for a Conditional Use Permit</td>
<td>Copy to Al</td>
<td>Kittitas County Departments- CDS</td>
<td></td>
</tr>
<tr>
<td>07-07-05</td>
<td>Email From Ryan Hopkins</td>
<td>Digital Copies are now available on the Internet-Critical Area – Yakima County</td>
<td>Forwarded to All Commissioners</td>
<td>Kittitas County Departments- Commissioners</td>
<td></td>
</tr>
<tr>
<td>07-08-05</td>
<td>Email from Lynne Imamshah</td>
<td>Advisory Board Recommendation</td>
<td>Copy to Debbie to put on the agenda.</td>
<td>Kittitas County Departments- Commissioners</td>
<td></td>
</tr>
<tr>
<td>07-08-05</td>
<td>Letter from Winfried Ohm</td>
<td>Comments on the ORV Public Hearing</td>
<td>Copy to Clerk for public hearing and copy to public works.</td>
<td>Kittitas County Departments- DPW</td>
<td></td>
</tr>
<tr>
<td>07-08-05</td>
<td>Letter from Skagit County Commissioners</td>
<td>Lake Whatcom Landscape Plan Litigation Update-Issues of State wide importance to be litigated</td>
<td>Copy to Perry</td>
<td>Kittitas County Departments- Commissioners</td>
<td></td>
</tr>
<tr>
<td>07-08-05</td>
<td>Notice from Department of Ecology</td>
<td>Update of the status of Groundwater Monitoring in the Georgetown Area 2004</td>
<td></td>
<td>WA St. Department of Ecology</td>
<td></td>
</tr>
<tr>
<td>07-08-05</td>
<td>Notice of Meeting</td>
<td>State of WA Forest Practices Board July 26, 2005</td>
<td>Copy to Al</td>
<td>State of WA Forest Practices Board</td>
<td></td>
</tr>
<tr>
<td>07-08-05</td>
<td>Memo from CDS-Joanna Valencia</td>
<td>Application for a plat alteration-Wayne Nelson Little Creek Ranches</td>
<td>Copy to Al</td>
<td>Kittitas County Departments- CDS</td>
<td></td>
</tr>
<tr>
<td>07-08-05</td>
<td>Email from Tedd Kellher</td>
<td>Workshops on New Homelessness Act</td>
<td>Sent Copies to the BOCC and Susan Grindle</td>
<td>WCTED</td>
<td></td>
</tr>
</tbody>
</table>