

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		<b>EFFECTIVE DATE</b>
		<b>1/1/2023</b>
<b>NAME:</b> Susan Shoop	<b>PAYROLL :</b>	<b>1/20/2023</b>

<b>CHANGE OF ADDRESS/PHONE</b>	<small>STREET</small> <b>500 W Cedar #4</b>
	<small>CITY, STATE, ZIP</small> <b>Walsenburg CO 81089</b>
	<small>TELEPHONE</small>

CHANGE	FROM <small>(DOES NOT APPLY TO NEW EMPLOYEE)</small>	TO
JOB TITLE		<b>Self Sufficiency Manager</b>
DEPARTMENT		<b>Dept of Human Services</b>
HOURS		
ANNUAL SALARY		
SEMI-MONTHLY SALARY		
HOURLY SALARY	<b>\$47,042.96</b>	<b>\$50,000.00</b>
OTHER SALARY		

**REASON FOR CHANGE**

- |           |                              |                               |
|-----------|------------------------------|-------------------------------|
| NEWHIRE   | RESIGNATION                  | LENGTH OF SERVICE INCREASE    |
| REHIRED   | RETIREMENT                   | REEVALUATION OF CURRENT JOB   |
| PROMOTION | LAYOFF                       | INTRODUCTORY PERIOD COMPLETED |
| DEMOTION  | ADMINISTRATIVE LEAVE PAID    | OTHER                         |
| TRANSFER  | ADMINISTRATIVE LEAVE UN-PAID |                               |

**Minimum exempt salary for 2023**

COMMENTS, IF NECESSARY

**Motion to increase Susan Shoop's salary to \$50,000 to meet the 2023 minimum exempt salary**

I, Sheila Hudson-Macchietto, Director certify that the above presented information has been requested by the Department Head and or Elected Official directly responsible for the employee named within. I certify that I have received all proper documentaion and that I have entered the information on the Green Sheet to reflect the change as requested.

\_\_\_\_\_  
Sheila Hudson-Macchietto    12/29/2022

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Gerald A. Cisneros, Chairman

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John Galusha, Vice-Chairman

\_\_\_\_\_  
Arica Andreatta, Commissioner

\_\_\_\_\_  
Date

Date to Finance Office: