

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		<b>12/1/2024</b>
NAME: <b>James Graham</b>	PAYROLL :	<b>12/20/2024</b>

<b>CHANGE OF ADDRESS/PHONE</b>	STREET
	CITY, STATE, ZIP
	PHONE


CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		<b>Detention Officer</b>
DEPARTMENT		<b>Jail</b>
HOURS		
ANNUAL SALARY		<b>\$38,000.00</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	<b>Non-Exempt</b>	<b>Non-Exempt</b>

**REASON FOR CHANGE**

<input checked="" type="radio"/> NEW HIRE	<input type="radio"/> RESIGNATION	<input type="radio"/> LENGTH OF SERVICE INCREASE
<input type="radio"/> REHIRED	<input type="radio"/> RETIREMENT	<input type="radio"/> REEVALUATION OF CURRENT JOB
<input type="radio"/> PROMOTION	<input type="radio"/> LAYOFF	<input type="radio"/> INTRODUCTORY PERIOD COMPLETED
<input type="radio"/> DEMOTION	<input type="radio"/> ADMINISTRATIVE LEAVE PAID	<input type="radio"/> OTHER
<input type="radio"/> TRANSFER	<input type="radio"/> ADMINISTRATIVE LEAVE UN-PAID	

COMMENTS, IF NECESSARY

**Motion to hire James Graham as a Detention Officer within the Jail . Contingent upon completion of a CBI background check and negative drug screen.**

  
 Elected Official / Department Head      11/14/2024  
 Date

\_\_\_\_\_  
 Chair, Board of County Commissioners

  
 Human Resources Officer      11/14/2024  
 Date

\_\_\_\_\_  
 Budget Officer      Date

\_\_\_\_\_  
 Date Inputed Into System