

HUERFANO COUNTY

GREEN SHEET/STATUS CHANGE		EFFECTIVE DATE
		3/23/2025
NAME: Sara Ortiz	PAYROLL :	4/11/2025

CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	Detention Officer	Detention Officer
DEPARTMENT	Jail	Jail
HOURS		
ANNUAL SALARY	\$38,000.00	\$39,000.00
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	Non-Exempt

REASON FOR CHANGE

- | | | |
|------------------|------------------------------|-------------------------------|
| NEW HIRE | 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 | |

COMMENTS, IF NECESSARY

Motion to approve a wage increase for Sara Ortiz due to her probationary period and evaluation being complete.


 Elected Official / Department Head 03/20/2025 Date

 Chair, Board of County Commissioners


 Human Resources Officer 3/20/2025 Date

 Budget Officer Date