

HUERFANO COUNTY

PAYROLL STATUS CHANGE

EFFECTIVE DATE

8/12/2023

NAME: **Donald Ortiz**

PAYROLL :

9/1/2023

CHANGE OF ADDRESS/ PHONE

STREET

CITY, STATE, ZIP

TELEPHONE

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

REASON FOR CHANGE

NEW HIRE
 REHIRED
 PROMOTION
 DEMOTION
 TRANSFER

RESIGNATION

RETIREMENT
 LAYOFF
 ADMINISTRATIVE LEAVE PAID
 ADMINISTRATIVE LEAVE UN-PAID

TERMINATION

LENGTH OF SERVICE INCREASE
 REEVALUATION OF CURRENT JOB
 INTRODUCTORY PERIOD COMPLETED
 OTHER

COMMENTS, IF NECESSARY

Motion to Accept the Resignation of Donald Ortiz on August 12, 2023

Elected Official/Department Manager

Chairman

Date

Date

Date to Finance Office: _____