

HUERFANO COUNTY

<b>GREEN SHEET/STATUS CHANGE</b>		EFFECTIVE DATE
		<b>09.25.2023</b>
NAME: <b>Kathleen O'Rourke</b>	PAYROLL :	<b>09.29.2023</b>

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	<b>Assistance Payments Manager</b>	<b>Assistance Payments Manager</b>
DEPARTMENT	<b>DHS</b>	<b>DHS</b>
HOURS		
ANNUAL SALARY	<b>\$50,000.00</b>	<b>Temporary Increase</b>
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	<b>Non-Exempt</b>	<b>Non-Exempt</b>

**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    | <b>OTHER</b>                  |
| TRANSFER  | ADMINISTRATIVE LEAVE UN-PAID |                               |

COMMENTS, IF NECESSARY

**Motion to Approve Kathleen O'Rourke to Receive a Temporary Increase of \$500.00 Per Pay Due to Extra Duties. (Once a New DHS Director is Hired, the Pay Increase will Decrease by \$100.00 Per Pay Until Kathleen is Back to Her Current Base Salary of \$50,000.00 )**

\_\_\_\_\_  
Elected Official / Department Head      Date

*Angela Wakeman*      09.25.2023  
\_\_\_\_\_  
Human Resources Officer      Date

\_\_\_\_\_  
John Galusha, Chairman      Date

\_\_\_\_\_  
Budget Officer      Date

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