

HUERFANO COUNTY

PAYROLL STATUS CHANGE

EFFECTIVE DATE

1/4/2024

NAME:

Celena Valdez

PAYROLL :

1/5/2024

CHANGE OF ADDRESS/PHONE

STREET

CITY, STATE, ZIP

TELEPHONE

CHANGE

FROM

(DOES NOT APPLY TO NEW EMPLOYEE)

TO

JOB TITLE

Recreation Aide - PT

DEPARTMENT

Parks & Recreation

HOURS

ANNUAL SALARY

SEMI-MONTHLY SALARY

HOURLY SALARY

OTHER SALARY

\$17.00 / hr

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 the Layoff of Celena Valdez as Part Time Recreation Aide and an Authorization for the Chair to Sign the Severance Agreement in the Amount of \$3,541.92

Elected Official/Department Manager

Chairman

Date

Date

Date to Finance Office: _____