

HUERFANO COUNTY

GREEN SHEET/STATUS CHANGE	EFFECTIVE DATE
	9/23/2024
NAME: Gabriella Jones	PAYROLL : 10/11/2024

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

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		Administrative Assistant - PT
DEPARTMENT		Administration
HOURS		Part Time
ANNUAL SALARY		
SEMI-MONTHLY SALARY		
HOURLY SALARY		\$18.50
OTHER SALARY		Non-Exempt

REASON FOR CHANGE

<p>NEW HIRE</p> <p>REHIRED</p> <p>PROMOTION</p> <p>DEMOTION</p> <p>TRANSFER</p>	<p>RESIGNATION</p> <p>RETIREMENT</p> <p>LAYOFF</p> <p>ADMINISTRATIVE LEAVE PAID</p> <p>ADMINISTRATIVE LEAVE UN-PAID</p>	<p>LENGTH OF SERVICE INCREASE</p> <p>REEVALUATION OF CURRENT JOB</p> <p>INTRODUCTORY PERIOD COMPLETED</p> <p>OTHER</p>
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COMMENTS, IF NECESSARY

Motion to Approve the Hiring of Gabriella Jones as PT Administrative Assistant for the Department of Administration at a Rate of \$18.50 per Hour.

Elected Official / Department Head Date

Chair, Board of County Commissioners Date

Angela Wakeman 09.12.2024

Human Resources Officer Date

Budget Officer Date