Yellowstone County Commissioners
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DEC 29 2020

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT
Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Chandler Aus Effective Date: 1/15/2021

Current Title: Legal Assistant Gr. ____ Salary $ 18.91/hour

Title Change: _____ Gr. ____ Salary $ _____

Check as Applicable:

Regular Full Time:	X	New Hire:	___
Regular Part Time:	___	Rehire:	___
Temp Full Time:	___		
Temp Part Time:	___	Termination:	X
Seasonal Hire:	___	Promotion:	___
Replaces position Name_____	___	Transfer:	___
New Budgeted Position	___	Demotion:	___
Other:	___	Reclassification:	___

Funding: 2301 - 122 - 411100 - 111 Percent ____ New Account ___
_____ - _____ - _____ - _____ Percent ____ Split Account ___

[signature] 12/23/20
Elected Official/Department Head Date

Section 2

Human Resources:

Note: _____

[signature] 12/29/20
Director Date

Finance:

Note: _____

[signature] 12/29/20
Director Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

	Approve	Disapprove
Chair	____	____
Member	____	____
Member	[signature]	____

revised 02/13

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YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT
Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: James Woods Effective Date: 1/11/2021

Current Title: Legal Assistant Gr. E Salary $ 18.08 /hour

Title Change: _____ Gr. ____ Salary $ _____

Check as Applicable:

Regular Full Time:	___	New Hire:	X
Regular Part Time:	___	Rehire:	___
Temp Full Time:	___		
Temp Part Time:	___	Termination:	___
Seasonal Hire:	___	Promotion:	___
Replaces position Name Saige Vacca	___	Transfer:	___
New Budgeted Position	___	Demotion:	___
Other:	___	Reclassification:	___

Funding: 2301 - 122 - 411100 - 111 Percent ____ New Account ___

____ - ____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head 12/22/20 Date

Section 2

Human Resources:

Note: R&S FOLLOWED TJK

Director 12/24/20 Date

Finance:

Note: _____

Director Kevin Burke 12/29/20 Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

	Approve	Disapprove
Chair	___	___
Member	___	___
Member	___	___

revised 02/13