Yellowstone County Commissioners
RECEIVED
JAN 28 2021

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT
Section 1

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

Name: Jennifer Fouhy Effective Date: 2/18/21

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

Title Change: _____ Gr. ____ Salary $ _____

Check as Applicable:

Regular Full Time:	___	New Hire:	✓
Regular Part Time:	___	Rehire:	___
Temp Full Time:	___		
Temp Part Time:	___	Termination:	___
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] 1/26/21
Elected Official/Department Head Date

Section 2

Human Resources: Finance:

Note: R&S followed LA Note: _____

[signature] 1-27-21 [signature] 1.28.2021
Director Date 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	____	____

revised 02/13

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Name: Wiczek,Jason

Effective Date: 1/22/2021

Current Title: Detention Officer

Gr. ____ Salary $ 20.45

Title Change: _____

Gr. ____ Salary $ _____

Check as Applicable:

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

Funding: 2300 -136 -420200 - 111 Percent 100 New Account ___

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

Elected Official/Department Head

1-27-2021
Date

Section 2

Human Resources:

Note: _____

Director Date

Finance:

Note: _____

Director 1·27·2021 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