

PERSONNEL ACTION FORM

DATE: January 8, 2019

TO: South Dakota Office of Emergency Management

FROM: Brookings County Emergency Management Organization

Approval of the following personnel action is requested for:

Robert W. Hill

January 1, 2019

(Name of Employee)

(Effective Date)

PERSONNEL ACTION					
	New Appointment		Leave of Absence		Appointment Terminated
	Promotion		Demotion		Dismissal
X	Salary Adjustment		Resignation		Other
Description/ Reason	Annual pay raise				

CHANGE

(Complete all line items listed below)

	FROM		TO	
Position Title				
Full Salary	\$71,408.00	Annually	\$72,480.00	Annually
Percentage of EM Time				
Percentage Salary of EM		Annually		Annually

I hereby certify that the above personnel change is in accordance with the current county compensation plan.

(Chairman, Co. Commission)

(Date)

=====

The signature below does not constitute any guarantee EMPG funding will be awarded for the above personnel action.

(SDOEM Director)

(Date)

Instructions: Complete and submit to your Regional Coordinator within thirty (30) days of the change. A copy will be returned after signature of the SDOEM Director.

PERSONNEL ACTION FORM

DATE: January 8, 2019

TO: South Dakota Office of Emergency Management

FROM: Brookings County Emergency Management Organization

Approval of the following personnel action is requested for:

Richard Haugen

January 1, 2019

(Name of Employee)

(Effective Date)

PERSONNEL ACTION					
	New Appointment		Leave of Absence		Appointment Terminated
	Promotion		Demotion		Dismissal
X	Salary Adjustment		Resignation		Other
Description/ Reason	Annual pay raise				

CHANGE

(Complete all line items listed below)

	FROM		TO	
Position Title				
Full Salary	\$24.86	Hourly	\$\$25.23	Hourly
Percentage of EM Time				
Percentage Salary of EM		Annually		Annually

I hereby certify that the above personnel change is in accordance with the current county compensation plan.

(Chairman, Co. Commission)

(Date)

=====
 The signature below does not constitute any guarantee EMPG funding will be awarded for the above personnel action.

(SDOEM Director)

(Date)

Instructions: Complete and submit to your Regional Coordinator within thirty (30) days of the change. A copy will be returned after signature of the SDOEM Director.