

PERSONNEL ACTION FORM

DATE: July 23, 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
(Name of Employee)

June 1, 2019
(Effective Date)

PERSONNEL ACTION					
	New Appointment		Leave of Absence		Appointment Terminated
	Promotion		Demotion		Dismissal
X	Salary Adjustment		Resignation		Other
Description/ Reason	Step increase in pay, based on annual evaluation.				

CHANGE

(Complete all line items listed below)

	FROM		TO	
Position Title	Deputy Emergency Manager		Deputy Emergency Manager	
Full Salary	\$52,480.00	Annually	\$53,530.00	Annually
Percentage of EM Time	25%		25%	
Percentage Salary of EM	\$13,120.00	Annually	\$13,382.50	Annually

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

(Chairman, Co. Commission)

(Date)

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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.