

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA BAKER
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: PERSONNEL ACTIONS
PPM #: CW-P-003

ISSUE DATE
November 5, 2015

EFFECTIVE DATE
November 5, 2015

PURPOSE:

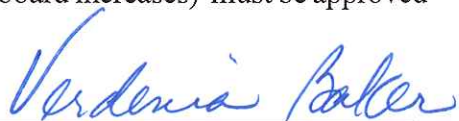
To establish uniform procedures to initiate promotions, demotions, pay changes, transfers and changes in employment status.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources.

PROCEDURE:

A Personnel Action (PA) must be completed to initiate any changes in status or pay of an employee. Personnel Actions must be completed in the Human Resources Information System (HRIS) program. The HRIS system will forward the Personnel Action to the Department Head or his/her designee for their electronic signature. The PA will then be forwarded to Human Resources and Payroll for approval. Any pay or status changes not specifically authorized in the Merit Rules and Regulations or authorized by the Board of County Commissioners (across the board increases) must be approved by the County Administrator or Deputy County Administrator.


VERDENIA BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. A.O. 7-1, dated 5/4/76
2. PPM# CW-P-003, dated 07/1/88
3. PPM# CW-P-003, 8/1/2005, reviewed and current
4. PPM# CW-P-003, 11/16/2010, reviewed and current