

COLLIN COUNTY
PERSONNEL ACTION FORM

127 598

NAME: COOK LAST	PAULA FIRST	ANN MIDDLE	DATE: 3/1/89
SOCIAL SEC. NO.: 456-64-9599			DEPARTMENT: MENTAL COMMITMENTS

EMPLOYMENT	Employment Date: 10/1/87	Job Title:	SALARY:
Previously Employed:	Original Employment Date:	Separation Date:	Supervisor:
ELIGIBILITY DATES: (For Office Use Only)			Vacation Days: Sick Leave: Insurance: (Medical) Self Dependents

Salary and/or title change	Current Job Title CLERK/TYPIST	Current Salary 1181.00	Range R2	Step B2
	New Job Title Same	New Salary 1302.00	Range R2	Step D2
Reason: <input type="checkbox"/> Satisfactory Performance <input type="checkbox"/> Unsatisfactory Performance <input checked="" type="checkbox"/> Exceptional Merit				

TRANSFER	FROM:	TO:	DATE	Dates of Sick Leave:
LEAVE BY EMPLOYEE OR OTHER	FROM:	TO:		Previous Days Sick Leave Taken This Year:
RETURN	DATE:	<input type="checkbox"/> Ins. Notified		Was Doctor's Statement Furnished? <input type="checkbox"/> Yes <input type="checkbox"/> No

VACATION	Date Requested - From:	To:	Total Work Days Away	Previous Days Taken This Year
SEPARATION	Employment Date	Last Day Worked	Rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain	
Vac. Pay No. Hrs.	Amt. Paid	Comp. Pay No. Hrs.	Amt. Paid	

- | | | |
|---|--|---|
| <input type="checkbox"/> Voluntary Retirement | <input type="checkbox"/> Return To School | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Mandatory Retirement. Co. Policy | <input type="checkbox"/> Family Problems | <input type="checkbox"/> Reporting Under Influence of Alcohol |
| <input type="checkbox"/> Death | <input type="checkbox"/> Resignation For Other Reasons | <input type="checkbox"/> Drinking On Duty |
| <input type="checkbox"/> Illness or Injury | <input type="checkbox"/> Reduction In Force | <input type="checkbox"/> Destruction or Removal Of Co. Property |
| <input type="checkbox"/> Leaving Area | <input type="checkbox"/> Habitually Absent or Tardy | <input type="checkbox"/> Falsification of County Records |
| <input type="checkbox"/> Accept Other Job | <input type="checkbox"/> Unreported Absence | <input type="checkbox"/> Misconduct |
| <input type="checkbox"/> Dissatisfied | <input type="checkbox"/> Leaving Work Without Permission | <input type="checkbox"/> Other (Explain in comments) |

How Many Days Advance Notice Given?

COMMENTS:

Dated this 13th day of MARCH, 19 89

Wm J Roberts

COUNTY JUDGE

EFFECTIVE DATE: 4/1/89

DATE	EMPLOYEE (IF APPLICABLE)
<u>3-9-89</u>	<i>Jo Anne Bradley</i>
DATE	DEPARTMENT HEAD
	<i>Robert Lindley</i>
DATE	PERSONNEL DIRECTOR