

COLLIN COUNTY
PERSONNEL ACTION FORM

NAME: RALEEH RITA LIN			DATE: 4-7-89
LAST FIRST MIDDLE			DEPARTMENT: Sheriff
SOCIAL SEC. NO.: 450-35-0061			

EMPLOYMENT	Employment Date: 11-7-88	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 Records Clerk I	Current Salary \$1125.00	Range R2	Step A
	New Job Title Record/Warrant Clerk I	New Salary \$1180.00	Range R3	Step B1

Reason: Satisfactory Performance Unsatisfactory Performance Exceptional Merit

TRANSFER	FROM:	TO:	SICK LEAVE	Dates of Sick Leave:
LEAVE OF ABSENCE Give Reason	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	

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

How Many Days Advance Notice Given?

COMMENTS:

Dated this 24th day of April, 19 89

W. J. Roberts

COUNTY JUDGE

EFFECTIVE DATE: 5-1-89

DATE: 4-14-89

EMPLOYEE (IF APPLICABLE): *[Signature]*

DATE: _____ DEPARTMENT HEAD: *[Signature]*

DATE: _____ PERSONNEL DIRECTOR: *[Signature]*