

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 3/21/2022	PREPARED BY: Eric Wyant
Meeting Date Requested: 3/29/2022	PRESENTED BY: Eric Wyant and Sheriff Jim Raymond
ITEM: (Select One) x Consent Agenda Brought Before the Board Time needed:	
SUBJECT: Approval to Hire Corrections Deputy at Step 3	
FISCAL IMPACT: \$5,047 annual impact, \$4,150 impact for 2022	
BACKGROUND: The Sheriff currently has six openings in Corrections. One of these openings will be filled by A Percifield on 4/6/2022. The Sheriff is requesting to hire A Percifield at Step 3 of the salary schedule (\$24.25/hour) to recognize her background and experience. A Percifield is a lateral entry with 5 years of correctional experience with the Department of Corrections. She has completed the Washington State Department of Corrections Academy, which may provide a savings to the County of about \$1,400 in direct travel and training costs. The Step 1 salary for Corrections is \$45,750 so this request amounts to a base salary increase of \$4,698 over the entry level in recognition of education, training, and prior service with another agency. The vacancy being filled is budgeted at a Step 1, and the fiscal impact will likely be absorbed by other vacancies in the budget.	
RECOMMENDATION: The Sheriff recommends approval of the Step 3 entry and authorization for the Chair to sign the Personnel Action Form (PAF).	
COORDINATION: The Sheriff brought the request to Human Resources, and upon review it was determined that the request is consistent with other step entry exceptions previously granted in the Corrections Center.	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Personnel Action Form	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Original to HR for processing and retention.	

I certify the above information is accurate and complete.



Eric Wyant, HR Director



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

RECEIVED BY: MAR 21 2022

Franklin County Human Resources

☒ **New Hire** ☐ **Re-Hire** ☐ **Position Change** ☐ **Pay Change** ☐ **Employment Separation** ☐ **Leave**

Employee Name: Andrea Percifield Effective Date of Change: 04/06/2022

Department: Corrections Submitted Date: 3/21/22

☒ **New Hire** ☐ **Position Change*** ☐ ***Action Type:** Select one- Required
☐ **Re-Hire** ☐ **Pay Change*** ☐ **Performance Evaluation:** Select one

For position changes/new hire/re-hire
Please select at least one from each column below

Employment Type

Schedule

☒ Full-Time

☐ 7.5 Hours/Day

☐ Part-Time

☐ 8 Hours/Day

☐ Seasonal/ Temporary

☒ Public Safety

of Months: _____

☐ Flex

(Maximum 120 Working Days)

☐ Hourly

☐ Variable/ On-call

Hours/Day: _____

☐ Provisional

Days/Week: _____

Comments:

Hire Date - 04/06/22 - Starting at step 3

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____

☐ Voluntary Termination

Leave hours to Pay Out?

☐ Involuntary Termination

☐ Yes* ☐ No

* Please submit payout form to HR
following employee's last date physically worked

Leave:

Last Date Physically Worked: _____

☐ Family and Medical Leave (Report hours used to HR for tracking)

☐ Paid

☐ Military (Report hours used to HR for tracking)

☐ Unpaid

☐ Administrative

Leave Begin Date: _____

☐ Other (Please Specify): _____

Leave End Date: _____

Authorization/Approval Signatures

Commissioner (If Applicable)

X

Elected Official/Department Head

X

Supervisor (If Applicable)

X

Human Resources

X

_____/_____/20__

3/21/2022

03/18/2022

_____/_____/20__

For Human Resources Use Only:

☐ Original Document- HR ☐ Electronic Copy- Payroll ☐ Electronic Copy- EO/Dept. Head ☐ Salary Matrix Wage Verification - Matrix Resolution #: _____
☐ Entered into One Solution - PCN #: _____ Term Cd 2: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 12/2021