

# EMPLOYEE NOTICE

TO: \_\_\_\_\_ Highway Payroll Department      \_\_\_\_\_ Revenue Payroll Department      \_\_\_\_\_ Employee

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

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## NEW EMPLOYEE

Start Date: \_\_\_\_\_

\_\_\_\_\_ Full-Time (30 hours a week or more)      Hourly Rate of Pay \$ \_\_\_\_\_

\_\_\_\_\_ Part-Time (Under 30 hours a week)      Yearly Salary \$ \_\_\_\_\_

\_\_\_\_\_ Seasonal      Step on Matrix \_\_\_\_\_

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## PROBATION COMPLETION

Probationary period has been successfully completed and employee should be moved to permanent full-time/part-time status effective \_\_\_\_\_ and be granted 16/24 hours of personal leave at this time, which is to be used before the last day of the year or the hours will be forfeited.

\_\_\_\_\_ Employee will stay at the same rate of pay.

\_\_\_\_\_ Employee's new wage will be:      Hourly Rate of Pay \$ \_\_\_\_\_

Yearly Salary \$ \_\_\_\_\_

Step on Matrix \_\_\_\_\_

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## EMPLOYEE TERMINATION NOTICE

Employee terminated employment with Cottonwood County on \_\_\_\_\_.

Payroll should payout 100% of accrued vacation time up to 272 hours and 20% of accrued (up to 720 hours) sick time.

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## EMPLOYEE RETIREMENT NOTICE

Employee retired from Cottonwood County employment on \_\_\_\_\_.

Payroll should payout 100% of accrued vacation time up to 272 hours and 100% of accrued sick time up to 720 hours.

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\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

Approved at \_\_\_\_\_ Board of Commissioners Meeting.