

**YELLOWSTONE COUNTY  
PERSONNEL ACTION REPORT**

**Section 1**

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Lynn Miller Effective Date: 4/15/24  
 Current Title: Catering Coordinator Gr. E Salary \$ 25,04  
 Title Change: \_\_\_\_\_ Gr. \_\_\_\_\_ Salary \$ \_\_\_\_\_

**Check as Applicable:**

Regular Full Time: \_\_\_\_\_ New Hire: \_\_\_\_\_  
 Regular Part Time: \_\_\_\_\_ Rehire: \_\_\_\_\_  
 Temp Full Time: \_\_\_\_\_ Termination: X  
 Temp Part Time: \_\_\_\_\_ Promotion: \_\_\_\_\_  
 Seasonal Hire: \_\_\_\_\_ Transfer: \_\_\_\_\_  
 Replaces position \_\_\_\_\_ Demotion: \_\_\_\_\_  
 Name \_\_\_\_\_  
 New Budgeted Position \_\_\_\_\_

Other: \_\_\_\_\_ Reclassification: \_\_\_\_\_  
 Funding 5810 - 553 - 400442 - 111 Percent 100% New Account \_\_\_\_\_  
 \_\_\_\_\_ Percent \_\_\_\_\_ Split Account \_\_\_\_\_  
 \_\_\_\_\_ 4/15/24 \_\_\_\_\_  
 Elected Official/Department Head \_\_\_\_\_ Date \_\_\_\_\_

**Section 2**

Human Resources: \_\_\_\_\_ Finance: \_\_\_\_\_  
 Note: \_\_\_\_\_ Note: \_\_\_\_\_  
 \_\_\_\_\_ Director \_\_\_\_\_ Date \_\_\_\_\_  
 H.R. Comments: \_\_\_\_\_ Commissioner's Action \_\_\_\_\_  
 \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Chair \_\_\_\_\_  
 Member \_\_\_\_\_  
 Member \_\_\_\_\_  
 Date entered in payroll \_\_\_\_\_  
 Clerk & Recorder - original \_\_\_\_\_  
 Human Resources - canary \_\_\_\_\_  
 Auditor - pink \_\_\_\_\_  
 Department - goldenrod \_\_\_\_\_