

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Perquimans County Library Program Room
January 5, 2026
7:00 p.m.

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. Consent Agenda

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made by a Commissioner or Commissioners.)

- A. Approval of Minutes December 1, 2025, Regular Meeting and December 15, Special Called Meeting
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
 - 1. Reclassification: County Manager
 - 2. Appointment: Deputy Director of Elections
 - 3. Step Increase: Certified Deputy
 - 4. Merit Increase: Water Tech I
 - 5. Merit Increase: Telecommunicator
 - 6. Merit Increase: AEMT I (2)
 - 7. Grade Increase: Uncertified Sworn Deputy
 - 8. Grade Increase: Uncertified Sworn Deputy
 - 9. Resignation: Paramedic II
 - 10. Retirement: County Manager
- D. Board Appointment
 - 1. Agricultural Advisory Committee

**ACTION
REQUIRED**

V. Introduction of New Employees & Recognition of Service

- 1. Recognition of Service
 - a. Sheriff (2)
 - b. Water
 - c. Recreation
 - d. Tax
- 2. Introduction of New Employees
 - a. Sheriff
 - b. Social Services

**NO
ACTION
REQUIRED**

VI. Scheduled Appointments

- 1. Bill Jennings - KeyStone Tax Software Launch Date

7:00 p.m.

**NO
ACTION
REQUIRED**

VII. Commissioner's Concerns/Committee Reports

- A.

**NO
ACTION
REQUIRED
NO
ACTION
REQUIRED**

	VIII.	Old Business	A. Updates from County Manager
POSSIBLE ACTION REQUIRED	IX.	New Business	A. Bank Resolutions
	X.	Unscheduled Appointments/Public Comments	<i>(If you wish to address the Board, please state your name for the record prior to speaking)</i>
NO ACTION REQUIRED			A. B. C.
ACTION REQUIRED	XI.	Closed Session: Per N.C.G.S. §143-318-11 (6), a closed session will be held to discuss a personnel matter.	<i>(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)</i>
ACTION REQUIRED	XII.	Adjournment	

PERQUIMANS COUNTY RELEASES

ANNA MICHELLE SHOPE \$1379.24
HOME WAS BEING TAXED TWICE. ONCE ON HER
PROPERTY ON WOODVILLE RD (ERROR). ONCE ON
HER HOMESITE ON DEMPSY WHITE RD
ACCOUNT#: 420423

PERQUIMANS COUNTY REFUNDS

ANNA MICHELLE SHOPE \$208.52
SQUARE FOOTAGE WAS INCORRECT.
ACCOUNT#: 538570

TOWN OF HERTFORD RELEASES

JOE TOWE WHITE \$376.16
BUILDING IS IN TERRIBLE SHAPE.
SHOULD HAVE BEEN REDUCED DURING REVAL
ACCOUNT#: 359934

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/15/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE/ RECLASSIFICATION

NAME: Brandon Shoaf

SOC. SEC. NO.: _____

POSITION: County ManagerDEPT.: County Manager☒ NEW EMPLOYEE EFFECTIVE DATE: 1/1/2026GRADE: 83 STEP: 13 SALARY: \$119,848ENDING DATE OF PROBATIONARY PERIOD: 1/1/2027

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____
Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____
Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.☐ _____
Date DATE OF EMPLOYEE RESIGNATION/TERMINATION.☐ _____
Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
GRADE: _____ STEP: _____ SALARY: _____THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____
PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: __________
DATE: _____

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/19/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE/ RECLASSIFICATION

NAME: Kayla Shuff

SOC. SEC. NO.: _____

POSITION: Deputy DirectorDEPT.: Elections 19-4-30

☐ NEW EMPLOYEE EFFECTIVE DATE: Jan 1, 2026
GRADE: 58 STEP: 4 SALARY: \$32,025
ENDING DATE OF PROBATIONARY PERIOD: Jan 5, 2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____

☐ _____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

☐ _____ DATE OF EMPLOYEE RESIGNATION/TERMINATION.
Date

☐ _____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Robb L. Cherry
DATE: 2/19/2025

COUNTY MANAGER APPROVAL

Bl. D. H.
DATE: 12-22-2025

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cole Tully Langley

SOC. SEC. NO.:

POSITION: Certified Deputy

DEPT.: Sheriff's Office

☐ NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: 68 STEP: 1 SALARY: \$45,303

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

GRADE: STEP: SALARY:

X 1/1/26 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

Date

RAISE. (YEAR 2 3 4)

GRADE: 68 STEP: 2 SALARY: \$46,437

☐ DATE OF EMPLOYEE TERMINATION
Date☐ DATE OF EMPLOYEE RESIGNATION
Date☐ DATE OF REMOVAL FROM ROSTER
Date☐ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: STEP: SALARY:

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

DATE: 12-12-25

COUNTY MANAGER APPROVAL

DATE: 12-14-2025

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/31/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Vincent Bruckelmann

SOC. SEC. NO.: _____

POSITION: Water Tech IDEPT.: Water☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

GRADE: _____ STEP: _____ SALARY: _____

☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF EMPLOYEE TERMINATION
Date☐ _____ DATE OF EMPLOYEE RESIGNATION
Date☐ _____ DATE OF REMOVAL FROM ROSTER
Date☒ 1/1/2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 58 STEP: 10 SALARY: \$37,075THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 1/1/2025 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

[Signature]DATE: 12/31/2025

COUNTY MANAGER APPROVAL

[Signature]DATE: 12-31-2025

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1-2-2026

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kylie Felton

SOC. SEC. NO.: _____

POSITION: Part Time Certified Telecommunicator IIDEPT.: 911☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

GRADE: _____ STEP: _____ SALARY: _____

☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)

GRADE: _____ STEP: _____ SALARY: _____

☐ _____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.☐ _____ DATE OF EMPLOYEE RESIGNATION
Date

X 1-1-2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 14 SALARY: \$ 27.95 Hourly

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION _____

COUNTY MANAGER APPROVAL _____

DATE: 1-2-26DATE: 1-2-2026

FINANCE OFFICER _____

DATE: _____

Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1-2-2026

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Chilli Moore

SOC. SEC. NO.: _____

POSITION: Full Time AEMT IDEPT.: EMS☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐

Date

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐

Date

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐

Date

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

☐

Date

DATE OF EMPLOYEE RESIGNATION

X 1-1-2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 3 SALARY: \$ 21.36 Hourly

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

DATE: 1/2/26

COUNTY MANAGER APPROVAL

DATE: 1-2-2026

FINANCE OFFICER

DATE: _____

Revised 7/05

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ariana Ward

SOC. SEC. NO.: _____

POSITION: Full Time AEMT IDEPT.: EMS☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐

Date

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐

Date

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐

Date

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

☐

Date

DATE OF EMPLOYEE RESIGNATION

X 1-1-2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 3 SALARY: \$21.36 Hourly

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

DATE: 1/2/26

COUNTY MANAGER APPROVAL

DATE: 1-2-2026

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gabriel Austin Everett

SOC. SEC. NO.:

POSITION: Uncertified Sworn Deputy

DEPT.: Sheriff's Office

☐ NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: 65 STEP: 1 SALARY: \$39,699

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: STEP: SALARY: ☐ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: ☐ DATE OF EMPLOYEE TERMINATION
Date☐ DATE OF EMPLOYEE RESIGNATION
Date☐ DATE OF REMOVAL FROM ROSTER
Date◆ 1-1-2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 1 SALARY: \$41,488

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

DATE: 12-22-25

COUNTY MANAGER APPROVAL

DATE: 12-29-2025

FINANCE OFFICER

DATE:

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nathan Christopher McKecuen

SOC. SEC. NO. _____

POSITION: Uncertified Sworn Deputy

DEPT.: Sheriff's Office

☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 1 SALARY: \$39,699

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF EMPLOYEE TERMINATION
Date☐ _____ DATE OF EMPLOYEE RESIGNATION
Date☐ _____ DATE OF REMOVAL FROM ROSTER
Date◆ 1-1-2026 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 1 SALARY: \$41,488

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

DATE: 12-22-25

COUNTY MANAGER APPROVAL

DATE: 12-29-2025

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/09/2025

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Mitchell

SOC. SEC. NO.: _____

POSITION: Full Time Paramedic IIDEPT.: EMS☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date☒ 12-31-2025 DATE OF EMPLOYEE RESIGNATION
Date☐ _____ DATE OF REMOVAL FROM ROSTER
Date☐ _____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 12/9/25DATE: 12-19-2025

FINANCE OFFICER

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/31/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE/ RECLASSIFICATION

NAME: William Heath

SOC. SEC. NO.: _____

POSITION: County ManagerDEPT.: County Manager☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.☒ 01/01/2026 DATE OF EMPLOYEE RETIREMENT.
Date☐ _____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: ____
PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

DATE: 1-2-2026

FINANCE OFFICER

DATE: _____