



Staff Report

for the Board of Directors' Meeting of January 13, 2021

TO: Board of Directors

FROM: Jana Kolakowski, Human Resources Manager

DATE: January 7, 2021

SUBJECT: Interim General Manager Appointment Extension (Consent)

HUMAN RESOURCES

RECOMMENDATION:

Approve an extension of the temporary appointment of Greg Jones as Interim General Manager and execute the necessary Personnel Action Form.

BACKGROUND:

On June 11, 2020, Mr. Jones was appointed by this Board to the position of Interim General Manager through December 31, 2020.

A Personnel Action Form is included to memorialize this Board's agreement to extend the appointment of Mr. Jones as the Interim General Manager until a new General Manager is appointed.

BUDGETARY IMPACT:

None.

Attachments (1): Personnel Action Form

**NEVADA IRRIGATION DISTRICT
PERSONNEL ACTION FORM (PAF)**

NAME: _____
 LAST FIRST EMPLOYEE #:
 EFFECTIVE DATE: _____ CURRENT DEPARTMENT #:
 (CLICK [HERE](#) FOR PAY PERIODS)

ACTION:

NEW HIRE (FULL-TIME PART-TIME REGULAR TEMPORARY)
 PROMOTION TRANSFER TO DEPARTMENT #:
 LENGTH OF PROBATIONARY / EVALUATION PERIOD:
 MERIT INCREASE OTHER: _____ HOURLY PAY DIFFERENTIAL:
 WORKED OUT OF CLASS (EFFECTIVE DATES: FROM: _____ TO: _____)

REMARKS: _____

SALARY INFORMATION: Click [HERE](#) for Wage Schedule

<i>CURRENT</i>	<i>PROPOSED</i>
POSITION TITLE: _____	POSITION TITLE: _____
SCHEDULE: _____ RANGE: _____ CLASS: _____	SCHEDULE: _____ RANGE: _____ CLASS: _____
STEP: _____ RATE: _____	STEP: _____ RATE: _____

SEPARATION:

TERMINATION (VOLUNTARY INVOLUNTARY) RETIREMENT END OF ASSIGNMENT OTHER

SIGNATURES:

DEPARTMENT MGR: _____ DATE: _____
 HUMAN RES. MGR: _____ DATE: _____
 GENERAL MGR: _____ DATE: _____

FOR H.R. DEPARTMENT USE ONLY:

COPY TO PAYROLL MEMO/ TIMESHEET PAF/EVAL SHEET FINANCE + MASTER CHANGE FORM MUTUAL OF OMAHA
 STD _____ LTD _____ TAX LIFE _____ CERT: _____ LIFE _____ NON TAX
 DATE ENTERED _____ BY _____