



Arkansas Department of Human Services

ELECTRONICALLY FILED
Pulaski County Circuit Court
Larry Crain, Circuit/Clerk
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REQUEST FOR PERSONNEL ACTION

SECTION I

Class
12-6-07

Division: OCC
Institution/County Office: _____ OR Central Office: _____
County employee works in: Pulaski

SECTION II

Employee Name: Rutledge Leslie C.
Last First MI
SSN: [REDACTED] Personnel #: [REDACTED] Effective Date: 12/03/2007

SECTION III

Describe briefly the type of Personnel Action to be taken on the above named employee, and the reason for the action.

- New-Hire
- Re-Hire
- Promotion
- Job Series Promotion
- Tri-Level Promotion
- Demotion
- Transfer
- Termination
- Termination Code Voluntary (DCO Only)

Comments: 21 (See att'd email)

Employee transferring to another Arkansas State Agency Yes, specify _____
 No

SECTION IV

The following information is needed in order to process this request:

1. AASIS Position Number and Position Title 22098560/Attorney
2. Class Code and Grade R036/24
3. Supervisor Non-Supervisor Position
4. Office Phone Number 682-8592
5. Bi-Weekly Pay Period Hours/Planned Working Time 80
6. Hourly Rate 21.1540 LMR EWQ (Attach Form 090,081 & Justification)

Time Administrator's Name Tina Lee

PERSONNEL AREA HSS2
(Example: HS29)

SECTION V

The documents checked below are provided as necessary for the described personnel action:

- Completed Application Form, Resume, etc.
- Resignation/Termination Letter (include lump sum payment hours in Section III)
- Other (Refer to Section III)

SECTION VI

Lisa M. See 12-3-07 [Signature]
Requesting Supervisor Date Division Director/Designee

Institutional Personnel Officer (if applicable) _____ DAS/OHR/Personnel Processing Officer _____