JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

1801 VIRGINIA

Name:

Department or Organization:

Commission Meeting Date:

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Please provide a description of your request or presentation, including any background information:

Type of Request: (Funding/Hiring): Funding/Salary/Hourly Amount: Name of Hire (if Applicable): Grade/Step/Hours (PT/FT): Start Date (beginning of pay period): Post Probationary Increase (If applicable): Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion you would like the Commission to approve):

Attach supporting documents for request, or request may be denied. If not attached, explain:

Is equipment needed?	Projector	Internet/Wi Fi:	Conference/Video	No
Contact Information:			Phone Number:	
Email Address:				

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Additional Comments Page: