

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**



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.

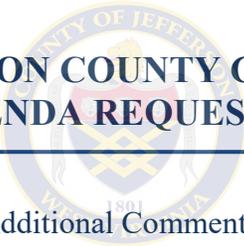
If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number:

Email Address:



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Additional Comments Page: