

UPSHUR COUNTY PAYROLL CHANGE REPORT

09/15/2025

EFFECTIVE DATE	DEPT. #	POSITION	EMPLOYEE NAME	EMP ID	FROM AMOUNT	TO AMOUNT	REASON FOR CHANGE
09/01/25	570	CSCD	LISA PHILLIPS	507	\$56,600.00	\$61,300.00	RAISE
09/01/25	570	CSCD	CHRISTOPHER BROWN	685	\$70,856.00	\$73,565.00	RAISE
09/01/25	570	CSCD	KRISTIE BRIAN	777	\$53,200.00	\$55,900.00	RAISE
09/01/25	570	CSCD	TRACEY SMITH	880	\$66,113.00	\$68,813.00	RAISE
09/01/25	570	CSCD	MIKKI MICHELLE LOFTICE	1165	\$90,000.00	\$92,700.00	RAISE
09/01/25	570	CSCD	SANDY HORNBERGER	1443	\$47,000.00	\$49,700.00	RAISE
09/01/25	570	CSCD	KAMI WHITWORTH	2090	\$40,000.00	\$42,000.00	RAISE
09/01/25	570	CSCD	TRACY PARKER	2189	\$ 57,600.00	\$ 60,300.00	RAISE
09/01/25	570	CSCD	ANNETTE NORTON	2429	\$ 45,000.00	\$ 47,700.00	RAISE
09/01/25	570	CSCD	PATRICIA GAGE	2505	\$ 37,000.00	\$ 39,700.00	RAISE
09/01/25	570	CSCD	DONALD TURNER	2599	\$ 53,200.00	\$55,900.00	RAISE
09/08/25	565	JAILER	TOBY OLIVER	2573		\$ 1,460.90	REHIRE
09/15/25	560	COURTHOUSE SECURITY	RAMON ORTIZ	1883		\$ 1,643.51	REHIRE
10/01/25	650		NATASHA LINDSEY	2598		\$ 1,281.40	POSITION CHANGE
10/01/25	650		MARY ALLEN	2651	\$12/HR	\$1,281.40	POSITION CHANGE
10/01/25	650		SARAH BUNTING	2652		\$12/HR	P/T NEW HIRE

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

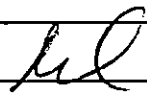
Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Christopher Brown</u>	
Emp. ID# <u>685</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	\$70,856	\$73,565
	Department		
	Position		

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)			
	Hired		Re-Hired
	Introductory Period Ended		Merit Increase
	Promotion		Transfer
	Raise		Demotion
	Re-evaluation of job		Salary Decrease
			Other

Comments:
70% From Fund 900-570-1200
30% From Fund 901-570-1200

Approved By:  Date: 8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

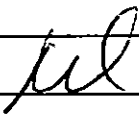
Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Lisa Phillips</u>	
Emp. ID# <u>507</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	\$ <u>57,600</u>	\$ <u>61,300</u>
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Position		
<input type="checkbox"/>			

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)			
	Hired		Re-Hired
	Introductory Period Ended		Merit Increase
	Promotion		Transfer
	Raise		Demotion
	Re-evaluation of job		Salary Decrease
			Other

Comments:
<u>75% out of Fund 906-570-1200</u> <u>25% out of Fund 902-570-1200</u>

Approved By:  Date: 8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Tracy Smith</u>	
Emp. ID# <u>880</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	\$ 66,113	\$ 68,813
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Position		
<input type="checkbox"/>			

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)			
<input type="checkbox"/>	Hired	<input type="checkbox"/>	Re-Hired
<input type="checkbox"/>	Introductory Period Ended	<input type="checkbox"/>	Merit Increase
<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Raise	<input type="checkbox"/>	Demotion
<input type="checkbox"/>	Re-evaluation of job	<input type="checkbox"/>	Salary Decrease
<input type="checkbox"/>		<input type="checkbox"/>	Other
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Comments:
70% out of Fund 900-570-1200
30% out of Fund 901-570-1200

Approved By: *ML* Date: 8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

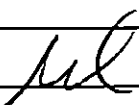
Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Kristie Porlan</u>	
Emp. ID# <u>777</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	\$53,200	\$55,900
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Position		
<input type="checkbox"/>			

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)			
	Hired		Re-Hired
	Introductory Period Ended		Merit Increase
	Promotion		Transfer
	Raise		Demotion
	Re-evaluation of job		Salary Decrease
			Other

Comments:
<u>Fund 900-570-1200</u>

Approved By:  Date: 8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Sandy Hornberger</u>	
Emp. ID# <u>1443</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	\$47,000	\$49,700
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Position		
<input type="checkbox"/>			

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)

<input type="checkbox"/> Hired	<input type="checkbox"/> Re-Hired
<input type="checkbox"/> Introductory Period Ended	<input type="checkbox"/> Merit Increase
<input type="checkbox"/> Promotion	<input type="checkbox"/> Transfer
<input type="checkbox"/> Raise	<input type="checkbox"/> Demotion
<input type="checkbox"/> Re-evaluation of job	<input type="checkbox"/> Salary Decrease
<input type="checkbox"/>	<input type="checkbox"/> Other
<input type="checkbox"/>	
<input type="checkbox"/>	

Comments:

Fund 900-570-1200

Approved By: _____

Date: _____

8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Mikki Michelle Loftice</u>	
Emp. ID# <u>1165</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	<u>\$ 90,000</u>	<u>\$ 92,700</u>
	Department		
	Position		

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)			
	Hired		Re-Hired
	Introductory Period Ended		Merit Increase
	Promotion		Transfer
	Raise		Demotion
	Re-evaluation of job		Salary Decrease
			Other

Comments:
<u>Fund 900-570-1200</u>

Approved By: *ML* Date: 8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

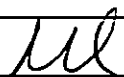
Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Tracy Edwards Parker</u>	
Emp. ID# <u>2189</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	\$ 57,600	\$60,300
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Position		
<input type="checkbox"/>			

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)			
<input type="checkbox"/>	Hired		Re-Hired
<input type="checkbox"/>	Introductory Period Ended		Merit Increase
<input type="checkbox"/>	Promotion		Transfer
<input type="checkbox"/>	Raise		Demotion
<input type="checkbox"/>	Re-evaluation of job		Salary Decrease
<input type="checkbox"/>			Other
<input type="checkbox"/>			
<input type="checkbox"/>			

Comments:
<u>75% - From Fund 900-570-1200</u>
<u>25% - From Fund 906-570-1200</u>

Approved By:  Date: 8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date	9-1-25	Dept.	CSCD
Employee	Kami Whitworth		
Emp. ID#	2090		

X	Change(s)	From	To
X	Rate	\$ 40,000	\$ 42,700
	Department		
	Position		

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)			
	Hired		Re-Hired
	Introductory Period Ended		Merit Increase
	Promotion		Transfer
	Raise		Demotion
	Re-evaluation of job		Salary Decrease
			Other

Comments:
Fund 900-570-1200

Approved By: *hel* Date: 8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date	9-1-25	Dept.	CSCD
Employee	Annette Norton		
Emp. ID#	2429		

X	Change(s)	From	To
X	Rate	\$ 45,000	\$ 47,700
	Department		
	Position		

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)

<input type="checkbox"/>	Hired	<input type="checkbox"/>	Re-Hired
<input type="checkbox"/>	Introductory Period Ended	<input type="checkbox"/>	Merit Increase
<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Raise	<input type="checkbox"/>	Demotion
<input type="checkbox"/>	Re-evaluation of job	<input type="checkbox"/>	Salary Decrease
<input type="checkbox"/>		<input type="checkbox"/>	Other
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Comments:

Fund 900-570-1200

Approved By:

RL

Date:

8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Patricia Gage</u>	
Emp. ID# <u>2505</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	\$ 37,000	\$ 39,700
	Department		
	Position		

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)

<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Hired</td></tr> <tr><td><input type="checkbox"/></td><td>Introductory Period Ended</td></tr> <tr><td><input type="checkbox"/></td><td>Promotion</td></tr> <tr><td><input type="checkbox"/></td><td>Raise</td></tr> <tr><td><input type="checkbox"/></td><td>Re-evaluation of job</td></tr> <tr><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td></tr> </table>	<input type="checkbox"/>	Hired	<input type="checkbox"/>	Introductory Period Ended	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Raise	<input type="checkbox"/>	Re-evaluation of job	<input type="checkbox"/>		<input type="checkbox"/>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Re-Hired</td></tr> <tr><td><input type="checkbox"/></td><td>Merit Increase</td></tr> <tr><td><input type="checkbox"/></td><td>Transfer</td></tr> <tr><td><input type="checkbox"/></td><td>Demotion</td></tr> <tr><td><input type="checkbox"/></td><td>Salary Decrease</td></tr> <tr><td><input type="checkbox"/></td><td>Other</td></tr> <tr><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td></tr> </table>	<input type="checkbox"/>	Re-Hired	<input type="checkbox"/>	Merit Increase	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Demotion	<input type="checkbox"/>	Salary Decrease	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Hired																														
<input type="checkbox"/>	Introductory Period Ended																														
<input type="checkbox"/>	Promotion																														
<input type="checkbox"/>	Raise																														
<input type="checkbox"/>	Re-evaluation of job																														
<input type="checkbox"/>																															
<input type="checkbox"/>																															
<input type="checkbox"/>	Re-Hired																														
<input type="checkbox"/>	Merit Increase																														
<input type="checkbox"/>	Transfer																														
<input type="checkbox"/>	Demotion																														
<input type="checkbox"/>	Salary Decrease																														
<input type="checkbox"/>	Other																														
<input type="checkbox"/>																															
<input type="checkbox"/>																															

Comments:

Fund 900-570-1200

Approved By: _____

ML

Date: _____

8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date <u>9-1-25</u>	Dept. <u>CSCD</u>
Employee <u>Donald Turner</u>	
Emp. ID# <u>3599</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	\$53,200	\$55,900
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Position		
<input type="checkbox"/>			

New/Existing Position:

REASONS(S) FOR THE CHANGES(S)

<input type="checkbox"/> Hired	<input type="checkbox"/> Re-Hired
<input type="checkbox"/> Introductory Period Ended	<input type="checkbox"/> Merit Increase
<input type="checkbox"/> Promotion	<input type="checkbox"/> Transfer
<input type="checkbox"/> Raise	<input type="checkbox"/> Demotion
<input type="checkbox"/> Re-evaluation of job	<input type="checkbox"/> Salary Decrease
<input type="checkbox"/>	<input type="checkbox"/> Other
<input type="checkbox"/>	
<input type="checkbox"/>	

Comments:

Fund 900-570-1200

Approved By: _____

fil

Date: _____

8-13-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date	9/8/25	Dept.	Jail
Employee	Toby Oliver		
Emp. ID#	2573		

X	Change(s)	From	To
	Rate		\$ 1460.90
	Department		
	Position		

New/Existing Position:	Jailer
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REASONS(S) FOR THE CHANGES(S)			
<input type="checkbox"/>	Hired	<input type="checkbox"/>	Re-Hired
<input type="checkbox"/>	Introductory Period Ended	<input type="checkbox"/>	Merit Increase
<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Raise	<input type="checkbox"/>	Demotion
<input type="checkbox"/>	Re-evaluation of job	<input type="checkbox"/>	Salary Decrease
<input type="checkbox"/>		<input type="checkbox"/>	Other
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Comments:
Replacing Tracey Howell
SB22 \$205 ⁷⁷ semi/mnthly

Approved By: VFerguson Date: 9/3/25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date	9-15-25	Dept.	Sheriff
Employee	Ramon Ortiz.		
Emp. ID#	2653 1883		

<input checked="" type="checkbox"/>	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate		\$ 11643.51
	Department		
	Position		

New/Existing Position: Deputy Courthouse Security

REASONS(S) FOR THE CHANGES(S)

<input type="checkbox"/>	Hired	<input type="checkbox"/>	Re-Hired
<input type="checkbox"/>	Introductory Period Ended	<input type="checkbox"/>	Merit Increase
<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Raise	<input type="checkbox"/>	Demotion
<input type="checkbox"/>	Re-evaluation of job	<input type="checkbox"/>	Salary Decrease
		<input type="checkbox"/>	Other

Comments:

Replacing Bobby Hudson

Approved By:

[Signature]

Date:

9-12-25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date 10.01.25 Dept. 650
Employee Natasha Lindsey
Emp. ID# ~~2925~~ 2598

X	Change(s)	From	To
	Rate		
	Department		
X	Position	Circulation Serv.	Cataloger
		YA Coordinator	Technical Sec.

New/Existing Position: Cataloger/Technical Services

REASONS(S) FOR THE CHANGES(S)			
	Hired		Re-Hired
	Introductory Period Ended		Merit Increase
	Promotion		Transfer
	Raise		Demotion
	Re-evaluation of job		Salary Decrease
		X	Other <u>Changed positions</u>
			<u>because an employee</u>
			<u>resigned</u>

Comments: Taking Hannah Hooser position
as Cataloger/Technical Services
because Ms. Hooser resigned effective
09.19.25

Approved By: [Signature] Date: 9.30.25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date	<u>10.01.25</u>	Dept.	<u>650</u>
Employee	<u>Sarah Y Bunting</u>		
Emp. ID#	<u>2652</u>		

X	Change(s)	From	To
X	Rate <u>\$12.⁰⁰ per hour</u>		
	Department		
	Position		

New/Existing Position:

Part-Time Library Clerk

REASONS(S) FOR THE CHANGES(S)

X	Hired		Re-Hired
	Introductory Period Ended		Merit Increase
	Promotion		Transfer
	Raise		Demotion
	Re-evaluation of job		Salary Decrease
			Other

Comments:

Sarah Bunting is a New Hire taking Mary Allen's Position, as Mary is going full time as Circulation Services / Young Adult Coordinator

Approved By:

[Signature]

Date:

9.30.25

UPSHUR COUNTY STATUS PAYROLL CHANGE REPORT
PLEASE NOTE THE FOLLOWING CHANGE(S):

Effective Date <u>10.01.25</u>	Dept. <u>650</u>
Employee <u>Mary Allen</u>	
Emp. ID# <u>2651</u>	

X	Change(s)	From	To
<input checked="" type="checkbox"/>	Rate	PT 1/2 ⁰⁰ hour	1/2, 281.40 S/M
	Department		
<input checked="" type="checkbox"/>	Position	Part Time Library Clerk	Full Time Tech & Circulation

New/Existing Position:	<u>Circulation Services / Young Adult Coordinator</u>
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REASONS(S) FOR THE CHANGES(S)	
<input type="checkbox"/> Hired	<input type="checkbox"/> Re-Hired
<input type="checkbox"/> Introductory Period Ended	<input type="checkbox"/> Merit Increase
<input type="checkbox"/> Promotion	<input type="checkbox"/> Transfer
<input type="checkbox"/> Raise	<input type="checkbox"/> Demotion
<input type="checkbox"/> Re-evaluation of job	<input type="checkbox"/> Salary Decrease
	<input checked="" type="checkbox"/> Other <u>Went from Part time to Full Time</u>

Comments: <u>Mary Allen is taking Natasha Lindsay's place as Circulation Services / Young Adult Coordinator</u>

Approved By: Lester E King MLL Date: 9.30.25