

MEMO

TO: Scott County Board of Supervisors

FR: Scott County Recorder, Rita Vargas

RE: Grace Cervantes, Operational Manager

DA: 11/27/2013

Please approve Grace Cervantes, Operation Manager, accruing annual vacation at the rate of 120 hours annually. The accruing annual vacation rate shall take effect immediately. Thank you.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

December 5, 2013

APPROVING THE ANNUAL VACATION ACCRUAL OF GRACE CERVANTES FOR THE
POSITION OF OPERATIONS MANAGER FOR THE RECORDER'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The approval of Grace Cervantes, Operation Manager, accruing
annual vacation at the rate of 120 hours annually.

Section 2. This resolution shall take effect immediately.