

DEPT. OR AGENCY Property & Procurement		DIVISION Central Stores		LOCATION St. Thomas VI		FUND SOURCE General	
NOTIFICATION OF PERSONNEL ACTION						DOCUMENT NO. H 0008-08	
CHANGE TO:						DATE December 18, 2007	
EMPLOYEE No. 4-8 91311	HOURLY RATE 9-12 \$9.88	J. MARRIED MALE K. MARRIED FEMALE 1. SINGLE MALE 2. SINGLE FEMALE 2	EXPIRES 18-19 11/13/2008	X. NO RETIREMENT I. NO ANN. LEAVE J. NO RETIREMENT NO ANN. LEAVE S/R	1. UNCLASSIFIED 2. CLASSIFIED 3. TEMPORARY 4. PART-TIME 2	ANNUAL SALARY 20-32 \$20,545.00	
NAME (FIRST MIDDLE LAST) Malcolm Matthews		33-36	EFFECTIVE DATE OF ACTION MONTH 01 DAY 22 YR. 08		TO MONTH DAY YR.		08-08
ADDRESS (LINE 1) St. Thomas Island		SOCIAL SEC. NO. [REDACTED]		HEALTH INSURANCE 70 YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		BIRTH DATE [REDACTED]	ORIG. DATE OF ENTRY 15-80
ADDRESS (LINE 2) St. Thomas, Virgin Islands		BIRTH PLACE St. Lucia		21-20		CITIZENSHIP 01	31-32
POSITION OR CLASSIFICATION Receiving Officer		CLASS CODE 34-40 312		PAY PLAN 41-42 1512		GRADE LEVEL 43-44 15	STEP 45-48 01
NATURE OF ACTION New Appointment		CODE 312		L ORG 0005	ACCT 1512	TASK	OPT 00
CHANGE FROM:							
NAME		L ORG		ACCT	TASK	OPT	CC
POSITION		CLASS CODE	PAY PLAN	GRADE LEVEL	STEP	SALARY	
DATE LEAVE SUSPENSION BEGINS		DATE LEAVE FOR SUSPENSION TERMINATES			LAST DAY ON PAYROLL		
LAST DAY WORKED		ACCUMULATED ANNUAL LEAVE			ACCUMULATED SICK LEAVE		
SEPARATION DATE		EXPLANATORY REMARKS In accordance with Personnel Requisition No. 038-07.					
DATE OF RESIGNATION		11/9/08					
SIGNATURE OF DEPARTMENT HEAD Lynn A. Hillin Madaro - Commissioner				SIGNATURE OF EMP. IN CASE OF TRANSFER, DEMOTION, RESIGNATION OR LEAVE Ken L. Hillin 12/18/07			
SIGNATURE OF DEPT. HEAD FROM WHICH EMPLOYEE TRANSFERRED				GOVERNOR DATE 12/18/07			
				DIRECTOR OF PERG. DATE			