

**Town of Montague  
Personnel Status Change Notice  
New Hires**

Employee # \_\_\_\_\_

Board Authorizing Appointment: Selectboard Meeting Date: 06/7/21

Authorized Signature: \_\_\_\_\_

Board Authorizing Wages: Selectboard Meeting Date: 06/7/21

Authorized Signature: \_\_\_\_\_

**General Information:**

Full name of employee: Jacob Sak

Department: DPW

Title: Summer Help

Effective date of hire: 06/07/21

**New Hire:**

Permanent:    Y    X    N If temporary, estimated length of service: 10 Weeks

Hours per Week: 40

Union: \_\_\_\_\_

**Wages:**

Union: \_\_\_\_\_

Wages: Grade    Step    Wage Rate: 13.50 (annual/ hourly)

Notes:

**Copies to:**

\_\_\_\_ Employee

\_\_\_\_ Treasurer

\_\_\_\_ Town Clerk

\_\_\_\_ Department

\_\_\_\_ Accountant

\_\_\_\_ Board of Selectmen

\_\_\_\_ Retirement Board

Town of Montague  
Personnel Status Change Notice  
New Hires

Employee # \_\_\_\_\_

Board Authorizing Appointment: Selectboard Meeting Date: 06/ 1/21

Authorized Signature: \_\_\_\_\_

Board Authorizing Wages: Selectboard Meeting Date: 06/ 7/21

Authorized Signature: \_\_\_\_\_

**General Information:**

|   |   |
|---|---|
| Full name of employee: <u>Jacob Dodge</u> | Department: <u>DPW</u>                  |
| Title: <u>Summer Help</u>                 | Effective date of hire: <u>06/07/21</u> |

**New Hire:**

|  |  |
|--|--|
| Permanent: <u>  </u> Y <u>  </u> X <u>  </u> N | If temporary, estimated length of service: <u>10 Weeks</u> |
| Hours per Week: <u>40</u>                      | Union: _____   |

**Wages:**

|                                       |  |
|---------------------------------------|--|
| Union: _____                          |  |
| Wages: Grade <u>  </u> Step <u>  </u> | Wage Rate: <u>13.50</u> (annual/ hourly) |
| Notes:                                |  |

**Copies to:**

|                  |                  |                          |
|------------------|------------------|--------------------------|
| _____ Employee   | _____ Department | _____ Board of Selectmen |
| _____ Treasurer  | _____ Accountant | _____ Retirement Board   |
| _____ Town Clerk |                  |                          |