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August 10, 2022

Board of Supervisors  
Courthouse  
Marshalltown IA 50158

RE: August 16, 2022 Meeting  
Personnel

Gentlemen:

Attached for your approval is a change of status for Wes Spencer of the Marshall County Secondary Roads Department effective 08/20/2023. His status will change from Mech 1 to Mech 2. He has met the requirements for the status change.

Sincerely,

Paul C. Geilenfeldt, P.E.  
County Engineer

PCG:jrt

xc:County Auditor

NEW EMPLOYEE APPROVAL/CHANGE OF EMPLOYEE STATUS FORM

SECTION I. To be completed by the Department Head/Supervisor

1. Name of Employee Wesley Spencer
2. Date of Employment 06/28/2022 Pay rate 27.72
3. Department Marshall Co Engineer Job Title Mech 1
4. Attach Documentation--References checked Yes No
5. Date Physical Given Driver's License Check
6. Job Posting Dates: From to (10 Days Required)
7. Job Description/Grading Complete? Yes No Union Employee
8. New Employee: Number hours per week If temporary, end date
9. Change of Status: Effective Date August 20, 2022 Position Title from Mech 1 to Mech 2 Pay Rate from 27.72 to 27.88
Date 8-10-2022 Tentative Dept Approval

SECTION II. This form, with the attachments and payroll forms, should be forwarded to the Board of Supervisor's Office for inclusion on the next Board agenda before the new employee begins work. Paychecks will not be issued until all forms are complete and Board approval granted.

APPROVAL/DISAPPROVAL / / Date Board of Supervisors (yes or no + initials)

Sections I and II must be completed BEFORE going to Auditor's Accounting Department

SECTION III. To be completed by payroll personnel (Auditor Office)

- 1. W-4 and IA W-4 (Federal and State withholding certificates)
2. I-9 Employment Eligibility Verification Form
3. IPERS Beneficiary Form (Full time student? Yes No --- Not needed for full time students)
4. Direct Deposit
5. Health, Dental, Life Insurance, EAP & Flexible Spending
6. Voluntary Life Insurance, Voluntary Accident Insurance & AFLAC
7. Part-time? Yes Health Ins Referral Form; No N/A
8. Credit Union Brochure
9. Deferred Comp Information
10. Personnel Policy (printed copy available upon request)
11. Sexual Harassment Policy and Family Medical Leave (if not under County Personnel Policy)

I have completed the forms and received the documents, as noted above.

DATE EMPLOYEE Signature