



Assistant to Engineer

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August 19, 2026

Board of Supervisors
Courthouse
Marshalltown IA 50158

RE: August 26, 2026 Meeting
Personnel

Supervisors:

Attached for your approval is a change of status for Donnie Box III of the Marshall County Secondary Roads Department effective 8/27/2026. His status will change from B-OP3 to Assistant Road Maintenance Superintendent. He has met the requirements for the status change.

Sincerely,

Paul C. Geilenfeldt, P.E.
County Engineer

PCG:lar

xc:County Auditor

New Employee Approval/Change of Employee Status Form

Section 1 – Employee Information | To be completed by the Department Head/Supervisor.

The department head must complete section 1, and send to the Board of Supervisor's Clerk & HR/Acct for inclusion on the next Board agenda before any work is performed. Once approved, payroll documents will be completed by the Accounting Department. Paychecks will not be issued until all payroll forms are complete and Board approval is granted.

Name of Employee DONNIE BOX III

Date of Employment 11/29/2021 Department SEC RD DEPT

Pay Rate \$26.05 Job Title TD 1

Employee Status ☒ Full Time ☐ Part Time ☐ Temporary

Budget Neutral Change ☐ Yes ☐ No

New Employee

References checked ☐ Yes ☐ No

Number hours per week _____ (Full Time is 32+ hrs/wk) If temporary, end date _____

Job Posting Dates From _____ to _____ 10 Days Required

Job Description/Grading Complete? ☐ Yes ☐ No ☐ Union Employee

Physical Complete? ☐ Yes, Date: _____ ☐ N/A Driver's License Check ☐ Yes ☐ No ☐ N/A

Existing Employee Change of Status

Date of Change 08/27/2026

Position Title from B-OP 3 to ASSISTANT ROAD MAINTENANCE SUPERINTENDENT

Pay Rate from \$34.07 to \$37.48

Date 8-19-2026

Tentative Department Head Approval



Section 2 – Board Approval | Obtain Board Signature below or attach meeting minutes containing approval.

APPROVAL/DISAPPROVAL _____ / _____ Date _____

Board of Supervisors (yes or no + initials)

Sections 1 and 2 must be completed BEFORE going to Auditor's HR/Accounting Department

Section 3 – New Hire Process | To be completed by accounting payroll personnel only

Benefits	☐ Benefit Summary – Welcome to Marshall County ☐ LTD/STD ☐ Personnel Policy Acknowledgement - Available on ESS or printed upon request ☐ Ease Benefits: Health, Dental, Vision, Flexible Spending (Health/DC), Voluntary Life, Deferred Comp, EAP, & Credit Union ☐ ISAC AD&D
Forms	☐ W-4s - Federal and Iowa Tax Forms ☐ I-9 - 2 IDs Verified/Employment Eligibility Verification Form ☐ Direct Deposit - voided check or letter from bank ☐ Required County Forms Signed- Handbook Acknowledgement, Gross up Authorization ☐ Voluntary Forms – Voluntary Accident Insurance, Flexible Spending
Set up	☐ Set up in Incode ☐ ESS set up ☐ Email sent with training document ☐ Employee Reported to IPERS ☐ Centralized Employee Registry ☐ Employee Deductions/Benefits added to profile/spreadsheets ☐ Ease Enrollment ☐ ISAC Enrollment