

**PERSONNEL ACTION FORM
COUNTY OF BURNET, TEXAS**

To: Burnet County Human Resource Department

Employee # 4298

From (Elected Official/Department Head): BRYAN WILSON

Date: 4/7/2026

EMPLOYEE NAME: MICHAEL EVANS

POS: 490-001

Check Appropriate:

New Hire

Promotion

Longevity Increase

New Position

Merit Raise _____%

Separation (circle one)

☒ -Resignation

-Retirement

-Reduction in Force

-Discharge*

Re-Hire

Demotion*

Suspension w/Pay*

Reclassification of Position

Probationary Period Ending

Transfer

Suspension w/o Pay*

Other

*Remarks section should include circumstances surrounding action.

FROM

TO

Group: _____

Group: GROUP 72 STEP 1

Hire Date: 11/3/2025

Title: _____

Title: ELECTIONS ADMINISTRATOR

Date in Position: 11/3/2025

Hourly Rate: _____

Hourly Rate: \$41.56

Effective Date: 4/13/2026

Fund: _____

Fund: 100

Dept: _____

Dept: 4900-1040

Remarks: PER COMMISSIONERS COURT MR. EVANS WILL RECEIVE 3 DAYS EMERGENCY LEAVE (APRIL 7TH, 8TH & 9TH) AND 2 DAYS PERSONAL (APRIL 10TH & 13TH). LAST CHECK WILL HAVE A TOTAL OF 48 HOURS

Signature (Department Head): _____

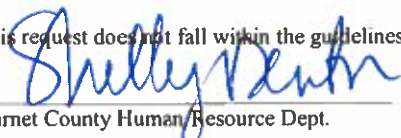
THE ABOVE PERSONNEL ACTION REQUEST:

(☒) falls within Burnet County's Compensation Program guidelines.

() does NOT fall within Burnet County's Compensation Program guidelines and is being referred to the Human Resource Committee for review on

Date: _____

This request does not fall within the guidelines because: _____


Burnet County Human Resource Dept.

4-7-26
Date

THE ABOVE PERSONNEL ACTION REQUEST:

() falls within Burnet County's Adopted Budget. FY _____

Burnet County Auditor's Office

Date

COMMENTS:

PROCESSING:

Received in HR's office for processing: _____ (date)