

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: August 24, 2006

SUBJECT: RCTC Secretary Resignation

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

Due to the resignation of Carrie Britton, (S-3) RCTC Secretary there is an immediate need for coverage in that position. The S-3 vacancy has been posted and applications are being accepted to fill the vacancy.

Cheryl Cross is a part time custodian, C-2, and is qualified and available to substitute as secretary for RCTC. Susan Tatalone is the other part time S-3 Secretary in the RCTC office.

RECOMMENDATION:

Motion to approve Cheryl Cross as a substitute secretary effective 8/24/06 at the sub rate of \$8.00 per hour.