

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 27, 2007

SUBJECT: RCTC Secretary

CATEGORY: Operations: Policy: Information: Personnel: X

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

DESCRIPTION:

Due to the resignation of Donna Ralston-Smolko there is a vacancy in the RCTC office for a part-time secretary (S-3). ECTS recommends hiring _____ as the RCTC secretary at the rate of \$12.05 per hour. This rate is the probationary rate as Classified Employees serve a probationary period of 90 days prior to recommendation for regular employment to the Operating Committee (Article I, Section 6).

RECOMMENDATION:

Motion to hire (name to be provided) as RCTC secretary (S-3) at the rate of Classified Unit contract probationary rate of \$12.05 per hour.