

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: January 26, 2012

SUBJECT: S-3 Secretary

CATEGORY: Operations: Policy: Information: Personnel: X

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

DESCRIPTION:

ECTS recommends hiring Michele Smith and Jennifer Douglas as a part-time, S-3 secretaries at the rate of \$13.07 per hour. This rate is the probationary rate as Classified Employees serve a probationary period of 120 days prior to recommendation for regular employment to the Operating Committee (Article I, Section 6).

RECOMMENDATION:

Motion to hire Michele Smith and Jennifer Douglas as S-3 part-time secretaries (Classified Bargaining Agreement) at the rate of \$13.07 per hour pending clearances effective January 30, 2012 as available