

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: November 22, 2011

SUBJECT: Transfer of Employee

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, CHQR

DESCRIPTION:

Due to the employees request (see attached letter) it is recommended that the status of Tiffany Neely, current S-2 secretary be changed from an S-2 to an S-3 secretary. It is recommended that the change be effective on or after November 28, 2011.

RECOMMENDATION:

Motion to approve the transfer of Tiffany Neely from an S-2 secretary to an S-3 secretary at the hourly rate of \$13.32 effective on or after November 28, 2011