

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: May 24, 2018

SUBJECT: Accounting and Administrative Assistant, S-2

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

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

DESCRIPTION:

ECTS recommends hiring Kelly Bennett as an Accounting and Administrative Assistant, S-2, at the rate of \$17.55 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 Kelly Bennett as an Accounting and Administrative Assistant (S-2) at the rate of \$17.55 per hour effective June 1, 2018.