



PROPOSED AGENDA ITEM

DATE: August 27, 2020

SUBJECT: Long-term Instructional Aide Sub and Permanent Part-time Instructional Aides and Secretary

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Terri L. Birchard, Business Manager

DESCRIPTION:

Due to recent vacancies, ECTS Administration needs to hire the following positions as soon as possible:

- 1) one long-term Instructional Aide substitute;
- 2) two permanent part-time Instructional Aide (SAA-2) positions,
- 3) one part-time secretary (S-3)

These hiring motions would then be presented to the JOC for ratification at the September 24, 2020 JOC session

All part-time permanent positions will be subject to the 120-day probationary period and the hourly wage scales per the current Classified Unit contract

RECOMMENDATION:

Motion to allow ECTS Administration to hire one long-term Instructional Aide substitute; two permanent part-time Instructional Aide (SS-2) positions; and one part-time Secretary (S-3) prior to the September 24, 2020 JOC session