

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 11, 2020 – REVISED October 2, 2020

SUBJECT: Secretary (S-3)

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

INITIATED BY: Catherine Doty, Administrative Services / HR Coordinator

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Renee Heberle as a part-time Secretary at the rate of \$16.31 per hour beginning on or after September 7, 2020.

RECOMMENDATION:

Motion to ratify the hire of Renee Heberle as a part-time Secretary at rate of \$16.31 per hour effective on or after September 7, 2020.