

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: April 10, 2025

SUBJECT: S2 Secretary

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

INITIATED BY: Catherine Doty, Administrative Services / HR Coordinator

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Janie Hewitt as a full-time (210 day) Secretary at the probationary rate of \$21.53 per hour beginning on or after 4/28/2025. She will serve a 120-day probationary period prior to recommendation for regular employment.

RECOMMENDATION:

Motion to approve the hire of Janie Hewitt as a full-time (210 day) Secretary at a probationary rate of \$21.53 per hour effective on or after April 28, 2025.