

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: May 7, 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 correcting Tracy Hamilton full-time (210 day) Secretary probationary rate to \$21.63 per hour beginning on 4/16/2025, to reflect the Classified MOU granting service credit for prior relevant school experience when determining salary placement. She will serve a 120-day probationary period prior to recommendation for regular employment.

RECOMMENDATION:

Motion to correct the hire rate of Tracy Hamilton as a full-time (210 day) Secretary at a probationary rate of \$21.63 per hour retroactive to the hire date of April 16, 2025.