



Robert W. Wilson
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MEMO

TO: County Commission
FROM: Robert W. Wilson
DATE: September 11, 2024
SUBJECT: Request for Buildings and Grounds Part Time Position

Buildings and Grounds was authorized a new full-time employee (FTE) beginning in 2024. So far this year, Buildings and Grounds has had difficulty filling the position. As of now, the additional position for 2024 has been filled and the employee is in training.

At the same time, a current Buildings and Grounds employee has submitted their resignation effective October 1, 2024. Buildings and Grounds has found a replacement that is set to start in early October. The resigned Buildings and Grounds employee has requested to work on a part-time basis for 20 hours per week. Buildings and Grounds Supervisor, Gene Gartner, has indicated it would be a huge help to have the trained staff member on a part-time basis for the rest of 2024 to help with work orders and projects, and to get the other two new staff members trained in.

The request today is to authorize the part time Buildings and Grounds position beginning October 1, 2024, through December 31, 2024, at the employee's current salary rate of a B23 Step 9. Due to the new position being vacant for the majority of 2024, a budget adjustment is not required and the part-time salary can be paid utilizing existing budgeted funds. The part time position would be eligible for part time benefits at a prorated cost.

SUGGESTED MOTION: Authorize the part time Buildings and Grounds position beginning October 1, 2024, through December 31, 2024, at the current rate of B23 Step 9.