MEMORANDUM

Date: **July 30, 2019**

To: **Budget Committee**

From: **Debra Alexander**
Director, Human Resources

RE: **Temporary Position - On-call, part-time**

Summary: In a manner similar to how other departments are managing comparable coverage issues, Human Resources is requesting approval for a temporary position. The position will be on-call, part-time and non-benefitted.

Proposal: The position would serve as an on-call resource for occasions when our front desk staffer is out of the office. We anticipate utilizing the individual who fills this position no more than nineteen (19) hours weekly when coverage is needed. If approved, we plan to utilize a former Human Resources employee in this position – assuring an understanding of the nature of the work and the confidentiality associated with Human Resources work.

Costs of the proposal: We anticipate paying an individual performing this function consistent, at least, with the entry level pay ($15.22) of an Office Specialist II. A more experienced individual, like the one who was employed here previously, would receive somewhat more. At a higher pay rate, and for the rest of budget year 2019, we'd anticipate utilizing this position no more than seventy hours (70.) This equates to about $1200 for this budget year. We will include the position when we prepare our budget for 2020.

Benefits of the proposal: Currently, when our front desk person is out of the office other staff members need to cover the front desk. With significantly increased work-loads – and a subsequent need for uninterrupted working time - this has become increasingly harder and more stressful for other staff to do. This temporary on-call position will address this need in an as-needed, cost effective manner.

I am happy to answer any questions you might have and appreciate you consideration of this proposal. Please feel free to contact me with any questions.