

COUNCIL DECISION REQUEST

SUBJECT: Change Part-time position to Full-time

MEETING DATE: January 24, 2008

PAYSON GOAL: NEW: EXISTING:

ITEM NO.:

TENTATIVE SCHEDULE:

SUBMITTED BY:

AMOUNT BUDGETED: \$31,000

SUBMITTAL TO AGENDA
APPROVED BY TOWN MANAGER

EXPENDITURE REQUIRED: \$28,500

CONT. FUNDING REQUIRED: \$0.00



EXHIBITS (If Applicable, To Be Attached):

POSSIBLE MOTION

I move to approve changing the status of the Manager's Executive Assistant position from part-time to full-time status.

SUMMARY OF THE BASIS FOR POSSIBLE MOTION:

The person filling this position had been on medical leave for 10 months. Upon her return, she was placed in the newly created Executive Assistant position to help the Town Manager. Her initial work release was for part-time work. She is now able to work full time and the duties of the position have evolved into a full-time position.

The employee line she was placed on was a budgeted part time line. The budget on that line will cover her salary this year because she has not worked a full year; therefore, there is no budget affect, this year, on changing this to a full time position.

PROS:

Gives the Town Manager secretarial and research assistance. Gives the public the ability to always reach someone in the Managers Office.

CONS:

There will be a budget impact in future years.

PUBLIC INPUT (if any):

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes):

FUNDING:

Account Number: 101.405.000.602.000

Title: Part Time employees

Amount: \$ 31,200

Account Number:

Title:

Amount: \$

Account Number:

Title:

Amount: \$

Account Number:

Title:

Amount: \$

Total Cost:

CEO:  _____

Date: _____

1/18/08

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