

AGENDA
PERSONNEL COMMITTEE
JANUARY 8, 2013

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. Action Agenda
 - 1) **Personnel/Civil Service Office:**
Kathy Barrie, Personnel Officer, to present an updated listing of County employees who are only required to punch the time clock once per day.
 - 2) **Referrals from the Criminal Justice Committee:**
Probation:
 - A) Request to fill the vacant position of Probation Supervisor #2, Annual Salary of \$57,000, due to resignation. This is a non-mandated, non-Union position which receives 12% State reimbursement. The filling of this position will have a neutral budget impact as funding for the position is already included in the 2013 Budget. A copy of the Notice of Intent to Fill Vacant Position Form is attached.
 - B) Request to fill the vacant position of Probation Officer, Grade 19 Annual Salary of \$41,060, due to promotion. This is a non-mandated, Union position which receives 12% State reimbursement. The filling of this position will not cause a budget increase as funding for the position is already included in the 2013 Budget. A copy of the Notice of Intent to Fill Vacant Position Form is attached.
 - 3) **Referrals from the Human Services Committee:**
Office for the Aging:
Request to fill vacant position of Meal Site Manager #8 (Bolton), Grade 2 Annual Base Salary of \$18,730 (part-time, not to exceed 30 hrs per week). This is a non-mandated, Union position which receives 100% State reimbursement. The work hours associated with this position will be reduced to 25 per week, (5 per day instead of 6), resulting in a \$3,910 savings to the 2013 County Budget. A copy of the Notice of Intent to Fill Vacant Position form is attached.
 - 4) **Referrals from the Social Services Committee:**
Social Services:
 - A) Request to fill the vacant position of Deputy Commissioner, Annual Salary of \$60,000, due to promotion. This is a non-mandated, non-Union position which receives 50% Federal and 25% State reimbursement. The filling of this position will result in a neutral impact to the 2013 Budget. A copy of the Notice of Intent to Fill Vacant Position Form is attached.
 - B) Request to fill the vacant position of Principal Social Welfare Examiner #2, Grade 15 Annual Base Salary of \$36,410, due to resignation. This is a mandated, Union position which receives 50% Federal and 50% State reimbursement. The filling of this position will result in a decrease of \$9,288 to the 2013 Budget. A copy of the Notice of Intent to Fill Vacant Position Form is attached.
 - C) Request to fill the vacant position of Senior Social Welfare Examiner #11, Grade 11 Annual Base Salary of \$33,026, due to retirement. This is a non-mandated, Union position which receives 50% Federal and 50% State reimbursement. The filling of this position will result in a decrease of \$7,330 to the 2013 Budget. A copy of the Notice of Intent to Fill Vacant Position form is attached.

*PERSONNEL COMMITTEE AGENDA
JANUARY 8, 2013*

D) Request to fill the vacant position of Confidential Secretary, Annual Base Salary of \$34,050, due to termination. This is a non-mandated, non-Union position which receives 50% Federal and 25% State reimbursement. The filling of this position will result in a decrease of \$2,450 to the 2013 Budget. A copy of the Notice of Intent to Fill Vacant Position Form is attached.

5) **Items to be discussed by the County Administrator:**
New non-Union employee benefit changes.

IV. **Pending Items:**

- 1) Filling of the vacant Director of Nursing position at the Westmount Health Facility was authorized with a salary range of \$65,000 - \$80,000 with the final salary to be determined dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator. A firm salary figure will need to be identified and the Departmental Table of Organization amended accordingly. (11.07.12)
- 2) Requests to fill the vacant positions of Mealsite Manager #7 (Office for the Aging) and Leisure Time Activity Aide #1 (Westmount Health Facility) were tabled at the Personnel Committee meeting due to the hiring freeze. (11.07.12)
- 3) Requests to create and fill positions of Full-Time LPN (floating shift) and Full-Time RN (floating shift) at the Westmount Health Facility were tabled at the December 12, 2012 Personnel Committee meeting. (12.12.12)

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Probation Payroll Dept. No. 29.00
Title of Position Probation Supervisor Annual Salary \$57,000 Grade N/A
Budget code and title A.3140/Probation Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 8028
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 12% Other %
Impact to Budget: None. Position is funded for 2013
Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice Date 1/8/13
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice Date 1/8/13
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
Ranking Committee Member Signature

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013
The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Probation Payroll Dept. No. 29.00
Title of Position Probation Officer Annual Salary \$41,060 Grade 19
Budget code and title A.3140/Probation Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 12% Other %
Impact to Budget: None. Position is funded for 2013
Personnel Officer has approved this form when initialed. *jt*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice-Probation Date 1/8/13
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
Administrator Signature *[Signature]*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice Date 1/8/13
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
Ranking Committee Member Signature *[Signature]*

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature *[Signature]*

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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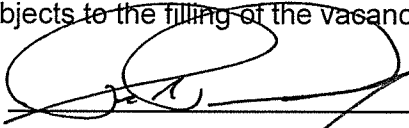
DEPARTMENT HEAD COMPLETES THIS SECTION

Department OFA ⁴⁸ Payroll Dept. No. 57.07
Title of Position Meal Site Manager, Bolton Annual Salary \$ 18,730 PT 30hrs Grade 2
Budget code and title A.6774 130 S.N.A.P. Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 6792
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100% Other %
Impact to Budget: Savings \$3,910 reduce hours to 25/wk (5 per day instead of 6)
Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date _____

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature  _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 10/25/12

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature  _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature  _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department DSS Payroll Dept. No. Admin
Title of Position Deputy Commissioner Annual Salary \$60,000 Grade
Budget code and title A6010 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other %
Impact to Budget: 0

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.

Ranking Committee Member Signature William Lock

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
- The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department DSS Payroll Dept. No. Admin 02
Title of Position Principal Social Welfare Examiner Annual Salary \$36,410 Grade 15
Budget code and title A6010 110 Salaries Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 50% Other %
Impact to Budget: -9,288

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature Willhoni Lock

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature 

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

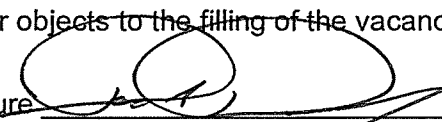
NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department DSS Payroll Dept. No. Admin-11
 Title of Position Senior Social Welfare Examiner Annual Salary \$33,026 Grade 11
 Budget code and title A6010 110 Salaries Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No.
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50% State 50% Other %
 Impact to Budget: -7330
 Personnel Officer has approved this form when initialed. _____

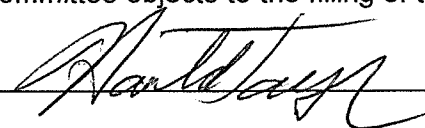
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 Ranking Committee Member Signature William Lock

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
 Ranking Committee Member Signature 

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department DSS Payroll Dept. No. Admin
Title of Position Confidential Secretary Annual Salary \$34,050 Grade
Budget code and title A6010 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other %
Impact to Budget: -2450
Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
Ranking Committee Member Signature William Cook

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013
The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Westmount Health Facility

Payroll Dept. No. 4105 14,529

Title of Position Leisure Time Activity Aide #1

Annual Salary base 14,034.00 & Shift Dif

Grade 03

Budget code and title EF.72600.400 130 Activities Program, LPN & Activities Dir Wages Salaries- Part Tme

Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 12214

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 53% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date Oct. 26, 2012

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date Oct. 26, 2012

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013

The Personnel/Human Resources Committee has no objection to the filling of the vacancy.

The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

**PERSONNEL AGENDA ADDENDUM
JANUARY 8, 2013**

1) Referrals from the Social Services Committee:

Countryside Adult Home:

- A) Request to fill the vacant position of Building Maintenance Mechanic, Grade 13 Annual Base salary of \$34,564, due to resignation. This is a mandated, Union position which receives 50% State reimbursement. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- B) Request amend the Departmental Table of Organization to change an Institutional Aide position from full-time (40 hours per week) to part-time (12 hours per week ((Annual Base Salary of \$24,215, pro-rated to 12 work hours per week)).
- C) Request to amend the Departmental Table of Organization to change a Leisure Time Activities Aide position from part-time (12 hours per week) to full-time (40 hours per week) and to fill the vacant position in order to assist with the running of the Adult Day Care Program. Please note that in combination with the change requested in Item 1B, this action will be budget neutral. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- D) Request to amend the Departmental Table of Organization to delete one part-time Institutional Aide position (24 hours per week) and create three part-time Institutional Aide positions (8 hours per week) which will be filled using per diem aides. This action will be budget neutral.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

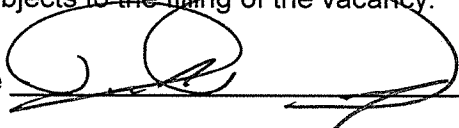
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DEPARTMENT HEAD COMPLETES THIS SECTION

Department COUNTRYSIDE ADULT HOME Payroll Dept. No. 6030
 Title of Position BUILDING MAINTENANCE MECHANIC Annual Salary \$34,564 Grade13
 Budget code and title A.6030.110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No. 11925
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State 50% Other %
 Impact to Budget:
 Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature  _____

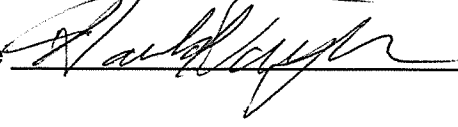
SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature Welton Loft _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature  _____

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 1/8/13

- (a) Purpose of Request: DECREASE HOURS FOR ONE(1) FULL TIME INSTITUTIONAL AIDE POSITION FROM 40 HOURS/WEEK TO 12 HOURS/WEEK.

- (b) Details: WE WILL BE INCREASING THE HOURS OF OUR LEISURE TIME ACTIVITIES AIDE POSITION AND DECREASING THE HOURS OF ONE(1) OF THE FULL TIME INSTITUTIONAL AIDE POSITIONS, IN ORDER TO ASSIST US WITH RUNNING THE ADULT DAY CARE PROGRAM. THIS WILL BE BUDGET NEUTRAL

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6030.130 COUNTRYSIDE ADULT HOME - PART TIME SALARIES

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 1/8/13

- (a) Purpose of Request: INCREASE HOURS FOR LEISURE TIME ACTIVITIES AIDE FROM 12 HOURS/WEEK TO 40 HOURS/WEEK.

- (b) Details: THIS WILL ASSIST US WITH RUNNING THE ADULT DAY CARE PROGRAM. THIS WILL BE BUDGET NEUTRAL

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6030.110 COUNTRYSIDE ADULT HOME - FULL TIME SALARIES

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

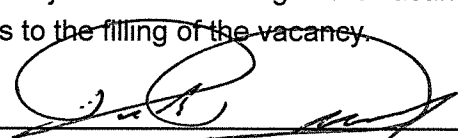
NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

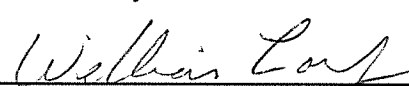
DEPARTMENT HEAD COMPLETES THIS SECTION

Department COUNTRYSIDE ADULT HOME Payroll Dept. No. 6030
Title of Position LEISURE TIME ACTIVITES AIDE Annual Salary \$24,215 Grade3
Budget code and title A.6030.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50% Other %
Impact to Budget: NONE
Personnel Officer has approved this form when initialed. _____

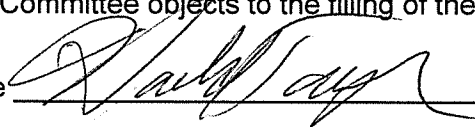
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 1/8/2013
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date January 8, 2013
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.
Ranking Committee Member Signature 

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

DATE: 1/8/13

- (a) Purpose of Request: CHANGE ONE (1) 24 HOUR A WEEK INSTITUTIONAL AIDE POSITION TO THREE (3) 8 HOUR WEEK INSTITUTIONAL AIDE POSITIONS.

- (b) Details: WE WOULD BE ELIMINATING ONE (1) 24 HOUR/WEEK INSTITUTIONAL AIDE POSITION AND CREATING THREE (3) 8 HOUR /WEEK INSTITUTIONAL AIDE POSITIONS. CURRENTLY THE FACILITY FINDS IT DIFFICULT TO MAINTAIN THE PER DIEM INSTITUTIONAL AIDES DUE TO NO GUARANTEE OF HOURS. THIS WOULD ALLOW US TO GUARANTEE EACH OF THE CURRENT PER DIEM INSTITUTIONAL AIDES A MINIMUM OF 8 HOURS A WEEK. THIS WOULD ALSO ALLOW US TO SAVE APPROXIMATELY \$1,244.00/YEAR, AS WE WOULD NO LONGER BE PAYING THE BENEFIT AND HOLIDAY TIME FOR THE 24 HOUR POSITION. PERMISSION TO FILL VACANCIES IN THESE POSITIONS WITHOUT COMMITTEE APPROVAL IN ORDER TO MAINTAIN FACILITY STAFFING LEVELS AND MINIMIZE OVERTIME COSTS.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6030.130 COUNTRYSIDE ADULT HOME - PART TIME SALARIES

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALT FACILITY

DATE: DECEMBER 6, 2012

- (a) Title of Requested Position: LPN (Floating Shift) Full Time
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 10 base \$32,516.00
- (c) Effective Date for New Position:* January 1, 2013
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Amend (reduce 32,516.00) EF.60200.500 130 Westmount, Nursing-Nurses' Station, Aides, Salaries- Part time.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.60200.400 110 \$369,799.00 Westmount, Nursing-Nurses' Station, LPN & Activity Director Wages, Salaries - regular.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: DECEMBER 6, 2012

- (a) Title of Requested Position: RN (Floating Shift) Full Time
- (b) Annual Base Salary (and Grade if Applicable): Grade 20, base \$42,818.00
- (c) Effective Date for New Position:* January 1, 2013
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Amend (Reduce 42,818.00) EF.60200.500 130 Westmount, Nursing-Nurses Stations', Aides, Salaries Part time.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.60200.300 110 \$90,555.00 Westmount, Nursing-Nurses' Station, Register Nurses Wages, Salary - regular.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain: