

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2013.04.01.01**

IN RE: Reclassification of Full-time Dispatcher to Full-time Records Clerk
Karen S. Smith

WHEREAS, the continuing need exists to maintain proper staffing within the Sugarcreek Township Police Department; and,

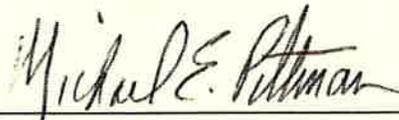
WHEREAS, at times this need is met through the reclassification of Police Department employees; and,

WHEREAS, Karen S. Smith has served as a Dispatcher with Sugarcreek Township Police Department since April 30, 2007; and,

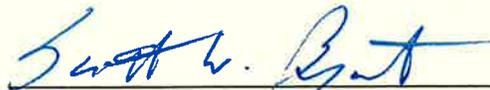
WHEREAS, Chief Michael A. Brown requests the reclassification of Karen S. Smith from full-time Dispatcher to full-time Records Clerk in support of the goals and objectives of the Sugarcreek Township Police Department; and,

WHEREAS, the 2013 Operating Budget has sufficient funds allocated for this position; and,

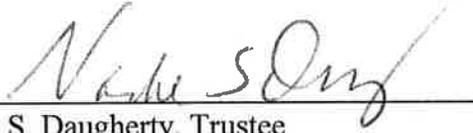
NOW THEREFORE, BE IT RESOLVED, that Karen S. Smith shall be reclassified to the position of full-time Records Clerk effective April 1, 2013, at the hourly pay rate of \$18.86.



Michael E. Pittman, Chairperson



Scott W. Bryant, Vice Chairperson



Nadine S. Daugherty, Trustee



Theodore L. Hodson, Fiscal Officer



Michael A. Brown
Chief of Police

DATE: March 22, 2013

TO: Barry Tiffany
Township Administrator

FROM: Michael A. Brown
Chief of Police

SUBJECT: Employee Reclassification

Mr. Tiffany,

Effective immediately, please change Employee Karen Smith's classification from Dispatcher to Records Clerk. I have been reviewing current employee job classifications and discovered an apparent oversight regarding Ms. Smith. She was hired as a part-time Dispatcher on April 30, 2007 and promoted to the position of full-time Dispatcher on May 21, 2007. In July, 2009, [then] Chief Gil Flick selected Ms. Smith to fill the vacant Records Clerk position on a full-time basis. She has been acting in that capacity since that time; but, was never reclassified as a Records Clerk.

Respectfully submitted,

Michael A. Brown