

SUGARCREEK TOWNSHIP
RESOLUTION NO. 2013.07.15.02

IN RE: Appointment of Part-time Firefighter/EMT's James M. Elkins and Mariana A. Jones

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

WHEREAS, vacancies exist within the classification of Part-time Firefighter/EMT; and,

WHEREAS, James M. Elkins and Mariana A. Jones have the necessary qualifications to serve in the capacity of Part-time Firefighter/EMT for the Sugarcreek Township Fire Department; and,

WHEREAS, Chief Pavlak, in his July 9, 2013, correspondence to the Township Administrator, has recommended these appointments; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2013 Operating Budget; and,

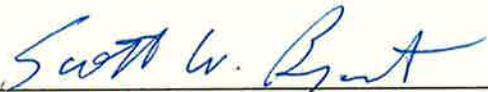
WHEREAS, that effective February 1, 2013, all part-time employees shall be scheduled to work not more than twenty-four (24) hours in any work week and effective March 31, 2013, part-time employees shall be permitted to work not more than twenty-eight (28) hours total in any work week,

NOW THEREFORE, BE IT RESOLVED, that James M. Elkins shall be appointed to the position of Part-time Firefighter/EMT at the pay rate of \$8.85 per hour and Mariana A. Jones shall be appointed to the position of Part-time Firefighter/EMT at the pay rate of \$9.05 per hour.

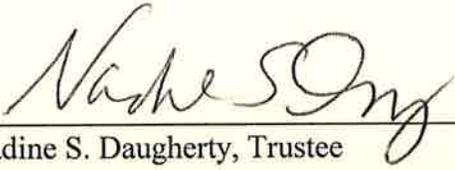
FURTHER BE IT RESOLVED, these appointments shall have an effective date of July 15, 2013, with a one (1) year probationary period ending on July 15, 2014.



Michael E. Pittman, Chairperson



Scott W. Bryant, Vice Chairperson



Nadine S. Daugherty, Trustee



Theodore L. Hodson, Fiscal Officer



Randall J. Pavlak
Fire Chief

Date: July 9, 2013

To: Barry Tiffany, Township Administrator

From: Chief Randy Pavlak

Ref: Hiring James Elkins and Mariana Jones as a part-time Firefighter/EMT's

Please present to the Board of Trustees to approve the hiring of James Elkins and Mariana Jones as part-time Firefighter/EMT's. New hire information and pay sheets are attached.

If you have any questions, please let me know.

Respectfully submitted,

Randall J. Pavlak
Fire Chief



Pay Grade Status Recommendation

Employee Name: James Elkins

Department: Select One Fire

Classification: Regular Part Time FF1/EMT

Current Position Hire Date: 07/15/2013

Current Pay Grade: A

Current Pay Rate: \$ 8.85

Brief statement on employee performance:

New Hire

Recommended Pay Grade: _____

Recommended Pay Rate: \$ _____

Effective Date: _____

(annual pay recommendations are effective the first full pay cycle in April)

Department Head Signature

7/9/13

Date

Comments:

Concur with recommendation

Do not concur with recommendation

Township Administrator Signature

Date

Pay Grade Approved by Trustees: _____

Resolution Number: _____



Pay Grade Status Recommendation

Employee Name: Mariana Jones

Department: Select One Fire

Classification: Regular Part Time FF2/EMT

Current Position Hire Date: 07/15/2013

Current Pay Grade: A

Current Pay Rate: \$ 9.05

Brief statement on employee performance:

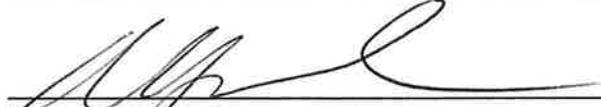
New Hire

Recommended Pay Grade: _____

Recommended Pay Rate: \$ _____

Effective Date: _____

(annual pay recommendations are effective the first full pay cycle in April)


Department Head Signature

7/9/13
Date

Comments:

Concur with recommendation

Do not concur with recommendation

Township Administrator Signature

Date

Pay Grade Approved by Trustees: _____

Resolution Number: _____