

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2015.10.05.05**

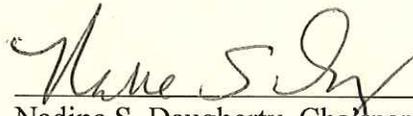
IN RE: Resignation of Human Resource Manager/Assistant to the Township Administrator
Karen N. Shroyer

WHEREAS, Human Resource Manager/Assistant to the Township Administrator Karen N. Shroyer has submitted her resignation from Sugarcreek Township effective October 11, 2015; and,

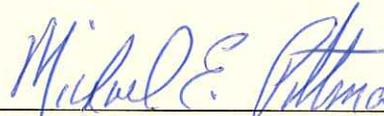
WHEREAS, Mrs. Shroyer began her employment as the Administrative to the Chief of Police on March 13, 2006, was made the Administrative Assistant to the Township Administrator on December 11, 2006 and was reclassified as the Human Resource Manager/Assistant to the Township Administrator in April 2015; and,

WHEREAS, Township Administrator, Barry Tiffany, recommends we accept Mrs. Shroyer's resignation and wishes Karen the very best of success in her new position.

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Karen N. Shroyer effective October 11, 2015, and wishes the very best of success in her position.



Nadine S. Daugherty, Chairperson



Michael E. Pittman, Vice Chairperson



Scott W. Bryant, Trustee



Theodore L. Hodson, Fiscal Officer

September 25, 2015

Sugarcreek Township
Barry Tiffany, Township Administrator
2090 Ferry Road
Sugarcreek Township, Ohio 45305

Dear Mr. Tiffany;

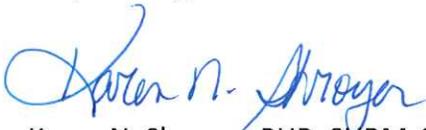
Please accept this letter of resignation from my full-time position as H.R. Manager/Assistant to the Township Administrator, with my last day of employment being October 9, 2015.

My decision to resign was made after long and careful consideration. This decision was not an easy one to make; however, it is in alignment with my professional goals and will allow for growth within my field. Prior to my last day of employment I will concentrate on finalizing any outstanding paperwork and processing bills and files.

If the township is in need my assistance after October 9th, I will be available a few evenings each week or on the weekends at \$25.00/hour. My new employer has approved my request to be available for the upcoming arbitration as well as permitted a little time to train the new H.R. Manager once he/she is hired.

Please accept my thanks and gratitude for your support and understanding.

Respectfully,



Karen N. Shroyer, PHR, SHRM-CP

