Interoffice - Memorandum

To: Judith C. Boyko, Township Administrator

From: Tim Franck, Community Services Director

Date: October 18, 2013

RE: **PERSONNEL ITEM: MOTION TO APPROVE TO A COMPLEMENT OF THIRTEEN (13) ON-CALL SNOW PLOW OPERATORS AND HIRE ON AN AS NEEDED BASIS FOR THE 2013-2014 WINTER SEASON**

In December, 2004 the Trustees created a position of an On-Call Snow Plow Operator. These are qualified CDL drivers who might be available to help out when needed in snow events and to serve as relief personnel when a full-time employee is maxed out or unable to fulfill their regular duty. This has proven to be very beneficial in our snow management operations.

The nature of the candidate for on-call work is to take the first job offered. Thus if a person is interviewed, drug tested and offered a position it could be almost 3 weeks between the time an offer to hire is made and the Board meeting at which the individual is appointed. They also leave on short or no notice leaving a vacancy.

We would like to be able to make the offer immediately upon successful completion of the drug test, put the employee to work and come to the next regularly scheduled Board meeting for Trustee approval of the individual hire, similar to the protocol for our seasonal hiring. This would allow us to put people to work sooner and diminish the risk of losing a prospect during the interim between selection and the next Trustees' meeting. It would also allow us to more quickly replace those who resign unexpectedly. We would never exceed the total number of 13 authorized for on-call snow plow operators.

In 2010, the Board established a protocol for the hiring of On-Call Snow Plow Operators at the rate of $15.00 per hour to assist the Roads Division when needed. The Community Services Department requests the Board approve to advertise and hire 13 On-Call Snow Plow Operators.

If you have questions, please contact me at Ext. 7300. Thank you.