



AGENDA ITEM #10.2

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: November 1, 2016

Subject: Request to Hire Administrative Assistant

Report: Jenny Peterson has been the Administrative Assistant in the Administration Office since September 6th through the temp to hire program with Employment Resource Center (ERC). The City is required to pay ERC for 400 hours through this program. Jenny will tentatively meet this requirement on November 22nd.

Jenny has been doing a great job in the Administrative Assistant position. I am requesting the City hire Jenny Peterson as a full-time employee with a tentative effective date of November 23rd contingent on completion of the necessary pre-employment screenings. I am also requesting the City take into consideration the 400 work hours that Jenny has already accomplished as part of her six month probationary period.

Council Action Requested: Council motion to hire Jennifer Peterson as a full-time Administrative Assistant upon completion of the 400 work hours with Employment Resources Center, to begin at step 1 of the pay structure and moving to step 2 contingent on a successful six month probationary period, contingent on completion of the necessary pre-employment screenings, and to utilize the 400 work hours already accomplished as part of her six month probationary period.