



Legislation Text

File #: 24-0335, Version: 1

A Resolution Amending The Pay Classification Plan In The Library

Description of Topic: (who, what, where, when, why and how much)

The Library Director requests to convert one slot in the position of Part-Time Library Assistant to Part-Time Library Assistant/Building Custodian in order to fill the gaps when the full-time custodian is off duty on nights and weekends and will also support the circulation desk. This is a budget neutral amendment to the pay plan.

Budgetary Impact: N/A

Non-Capital Item:

___ Budgeted under account # _____ (discussion item)

___ Not budgeted, requesting transfer of \$ _____ from Account # _____ to Account # _____. **Request to Transfer Departmental Budget Dollars form must be attached**

___ Not budgeted requiring increase to account # _____ in the amount of \$ _____. **Request to Increase Departmental Budget Dollars form must be attached**

Capital - Departmental **Capital Purchase Worksheet form must be attached**

___ Budgeted under account # _____ for \$ _____ and described in budget as _____. Additional amount needed, if any: Increase in budget of \$ _____ OR, transfer of \$ _____ from Account # _____ to Account # _____ **Request to Increase OR Request to Transfer Departmental Budget Dollars form must be attached**

___ Not Budgeted - account # _____ requires budget increase of \$ _____. **Request to Increase Departmental Budget Dollars form must be attached**

Capital Project - **If requesting to start a project, a Capital Project Worksheet form must be attached**

In current year Capital Projects Plan:

___ Yes, described as _____, planned amount \$ _____, requesting \$ _____ as total project estimate, including contingencies, under account # _____

___ No, requesting \$ _____ as total project estimate, including contingencies, under account # _____.

___ Yes, requesting an increase of \$ _____ to an already approved project titled _____ that is being tracked under Account No. _____.

___ No, requesting an increase of \$ _____ to an already approved project titled _____ that is being tracked under Account No. _____.

WHEREAS, there is a need to convert a part-time position in the Library to add custodial duties as an essential job function to cover for nights and weekends.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as

follows:

SECTION 1: Authorizes an amendment to the Pay Classification Plan in the Library to convert one (1) slot in the position of Part-Time Library Assistant (Job Code 5020121 / Grade 30) to one (1) slot in the new position of Part-Time Library Assistant/Building Custodian (Job Code 5020135 / Grade 30).

SECTION 2: This Resolution shall become effective immediately upon its adoption as required by law.