M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

 **Mr. Matt McIntire, Chairperson**

 **Board Members**

**FROM: Phil Sheehy, Director Human Resources**

**DATE: May 26, 2020**

**RE: Terms of Employment Changes**

The terms of employment for the job descriptions “Director Transportation”, “Assistant Director Transportation”, “Director Facilities Maintenance” and “Manager Network Systems” require that persons holding these positions work 260 days per year. These positions are paid according to the Classified Management and Supervisor Salary Schedule. All other classified salaried positions paid according to this salary schedule require 246 day contracts.

To remedy this discrepancy, Human Resources proposes to change the terms of employment from 260 days to 246 days of annual employment for the four (4) job descriptions listed above. This adjustment will not result in any salary change for the four (4) persons holding these positions.

Human Resources recommends approval of this proposal.