# THIS IS A DECISION PAPER

**TO: HARDIN COUNTY BOARD OF EDUCATION**

**FROM: TERESA MORGAN, Superintendent**

**DATE: JULY 20TH, 2021**

**SUBJECT: APPROVE PAYROLL MANAGER POSITION AND ABOLISH A PAYROLL CLERK POSITION.**

**ISSUE: LACK OF QUALIFIED CANDIDATES FOR THE PAYROLL CLERK POSITION**

# FACTS:

Recently our Director of Employment has retired and the primary payroll clerk resigned.  The Director of Employment position has been filled.  However, the recent resignation of our most experienced payroll clerk, who had been in training for over two years, has left an additional void.  The payroll clerk position was posted for 15 days.  We had close to 40 applicants, none of which have the level of payroll experience needed and very few with payroll experience at all.

We feel to attract applicants with greater payroll knowledge and experience, we must increase the level of pay for this position.  When there are no applicants from within the district, this is an indication that most feel there is not commensurate pay for the level of work required.  To incentivize those with greater payroll experience to apply, pay will need to be increased to be commensurate with the level of responsibility.  In addition to the increase in pay, we are recommending that this position be considered as a Payroll Manager, and they will be responsible for the training and supervision of the payroll clerks as we restructure our payroll processes.  This position would be a 261 day, 7.5-hour position with pay ranging from $16.68-26.23 per hour based on experience. This rate of pay would roughly cost the district an additional 10% of what we are currently paying for the payroll clerk position. Funding for the position comes from general funds. The change in position is to attract applicants with the necessary payroll experience and expertise in this essential district position. Due to the addition of a Payroll Manager, we are asking the board to abolish a payroll clerk position.

# RECOMMENDATION:

**i recommend that the Board eliminate a payroll clerk position in HR and replace it with A PAYROLL MANAGER position.**

**RECOMMENDED MOTION**

**i move that the Board eliminate a payroll clerk position in HR and replace it with a PAYROLL MANAGER POSITION.**