**Board Memo**

**DATE:** 8/30/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Product Vendor or Grant Issuer**

N/A

**Product or Grant Name**

Secretary of Building & Grounds Job Description

**Date/Term (Beginning and End Dates/Year)**

Upon Approval

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

The Secretary of Building & Grounds position will be vacated due to a retirement in November. This position is one of 10 departmental secretary positions throughout the District, and is one of two that works 260 days per year. The remaining eight secretarial positions work 246 days per year. Dan Razor, Director of Facilities, has requested the terms of employment be reduced from 260 to 246 days per year for this position. Such a change will make the secretary’s days worked the same as the Director’s days worked and brings standardization to the terms of employment for almost all departmental secretaries.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$(11,500) estimated savings. Reduced number of days worked will decrease salary and benefit costs for the Secretary of Building & Grounds position.

**Funding Source**

General Fund

**\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

It is recommended the Board approve the revision of the “Secretary of Building & Grounds” terms of employment as presented.

**CONTACT PERSON: (submitter)**

Matthew Rigg, [SHRM-SCP](https://www.credly.com/badges/a95f5513-644b-4705-af9d-059bc4cecbec); Director of Human Resources; Dan Razor, Director of Facilities