

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-325-8094 FORM NO. 30045

Resolution No. #1195 Passed August 24, 2023

A RESOLUTION IMPLEMENTING THE POSITION OF FULL TIME ADMINISTRATIVE ASSISTANT FOR ANDRIA MANOR

WHEREAS Andrea Manor has applied for an been an offered a position with the Village of Sabina, Clinton County, Ohio;

WHEREAS the Village Council of Sabina, Clinton County, Ohio employs a number of full-time and part-time employees;

WHEREAS the Village seeks to Andrea Manor as a full-time employee;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Sabina, Clinton County, Ohio two-thirds or more of the members of the council elected thereto concurring that:

Section 1: Andria Manor shall be permitted to work full-time in her role as Administrative Assistant and be entitled to all the benefits of a full-time employee granted by the Village.

Section 2: The Administrative Assistant Position is a Class 3 employee and will begin at the wage rate in step "D" of the step system.

1<sup>st</sup> Read: July 27, 2023  
2<sup>nd</sup> Read: August 10, 2023  
3<sup>rd</sup> Read: August 24, 2023

Attest:

Chastity Pinkerton  
Chastity Pinkerton, Fiscal Officer

Approved By:

Abraham Arnold, President of Council

Benjamin F. Collings, Mayor

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-325-8094 FORM NO. 30045

Resolution No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_\_