

# | Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 11, 2024

## Item Details

Presenter(s): Mary Beth Manville, Director

Department(s): Human Resources

### Requested Motion

Motion to approve a 0.625 (25 hr.) Full-time Equivalent (FTE) position authorization for a Mail Courier, salary grade MR04, in the Finance Department.

### .Approval Recommended?

Yes

### Item Details

Requesting a change for the Mail Courier position to allow the position to work 25 hours per week instead of less than 20 hours per week. The additional hours would be used to assist in delivery of roll-out carts and in regular delivery of our mail/parcels as our departments/facilities have spread out. There will be an increase in the budget of \$5k-\$10k depending on the number of additional weekly hours, however, staff anticipates being able to absorb this in the upcoming budget through lapse salary.

### Attachments

N/A

