

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: January 25, 2022

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion to approve increasing the Legal Department's Paralegal position from 0.5625 to 1.0 FTE, and corresponding Budget Ordinance Amendment no. 13.

Approval Recommended?

Yes

Item Details

The Legal Department currently has a part-time Paralegal position budgeted for 22.5 hours per week (0.5625 FTE). With the soon-to-be retirement of the present incumbent, the Legal department would like to increase the position's hours to 40, making it a full-time position (1.0 FTE).

Attachments

- Budget Ordinance Amendment No. 13

