



City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428

(850) 638-6350 Fax: (850) 638-6318

To: Mayor and Council Members

From: Patrice A. Tanner, Assistant City Administrator/City Clerk

Date: December 29, 2023

Re: Employee Classification Document – Change

The following position, upon approval, will be changed on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Park Attendant	604	C	PTR	NE

This Park Attendant position will change from a full-time position to a part-time position.

Please let me know if you have any questions.