Hamburg Township
a great place to grow

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**Supervisor** Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Joanna Hardesty, Patricia Hughes, Chuck Menzies, Nick Miller

**MEMORANDUM**

**TO:** Personnel Committee
**FROM:** Mike Dolan, Township Clerk
**DATE:** September 30, 2026
**SUBJECT:** Request to Amend Authorized Workforce – Senior Center Program Assistant

## Request

I am requesting the Personnel Committee's support for an amendment to the **Hamburg Township Organizational Chart** to increase the authorized workforce for the Senior Center **Program Assistant** position from **three (3) permanent part-time positions to four (4) permanent part-time positions**.

This request is being presented pursuant to Section 3.5, **Authorized Work Force**, of the Township Administrative Policies & Procedures Manual. Section 3.5 provides that the Township Board determines the number of employees assigned to Township departments as contained in the organizational chart and establishes the process for requesting authorization for a new position.

## Justification

The Senior Center has experienced **consistent growth in membership and program participation**. As membership continues to increase, the demand for programs, activities, member services, and day-to-day operational assistance has likewise increased.

The current authorized staffing level of three permanent part-time Program Assistants was established when the Senior Center served a smaller membership base. The continued growth of the program has created a need for additional staffing capacity to appropriately support the number of members now utilizing the facility and its programs.

Adding one additional permanent part-time Program Assistant would provide the Senior Center with greater flexibility in scheduling and coverage and would better align the authorized workforce with the continued growth of the program.

This is a request to **modify the authorized workforce shown on the Township Organizational Chart**, not a request to change the classification or duties of the existing Program Assistant position.

## Requested Action

I respectfully request that the Personnel Committee recommend that the Township Board amend the Hamburg Township Organizational Chart as follows:

| Position | Current Authorized Workforce | Proposed Authorized Workforce |
|---|---|---|
| Senior Center Program Assistant – Permanent Part-Time | 3 | **4** |

**Net increase: One (1) permanent part-time position.**

Upon approval of the workforce-size change by the Township Board, the Senior Center may proceed with recruitment for the additional position in accordance with the Township's personnel policies and procedures.

Respectfully submitted,

**Mike Dolan**
Township Clerk

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**HAMBURG TOWNSHIP PERSONNEL COMMITTEE**
BYLAWS & RULES OF PROCEDURE

## Article I – Name

Hamburg Township Personnel Committee

## Article II – Purpose

The Personnel Committee shall be an advisory committee to the Hamburg Township Board of Trustees for personnel matters including the following:

- Annual Benefit and ECI Review and Recommendation
- Job Descriptions and Step/Grade Reviews
- Work Force Size
- Employee Grievances

## Article III – Membership

Personnel Committee shall consist of two (2) Township Trustees and Treasurer as voting members. All appointments will be done by majority vote of the Township Board.

3.1 Any Committee vacancies that should arise will be filled by the Hamburg Township Board.

3.2 Trustees will be paid according to the prevailing per diem amount approved by the Board.

3.3 Members may be reimbursed for expenses incurred while performing duties related to the work of the Committee. Mileage will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.

3.4 Expenses incurred by members relating to attendance at Committee related seminars, conventions, or other meetings must be pre-approved by the Township Board.

3.5 The Township Treasurer shall serve as Chairperson. The Chairperson shall be responsible for establishing the agenda for each meeting and will preside over said meetings.

## Article V – Meetings

5.1 Meeting Notices. All meetings will be posted at Hamburg Township Hall by the Hamburg Township Clerk.

5.2 Meetings will be held as needed when personnel matters dictate a need in accordance with the Township Employee Policy and Procedures or when directed by the Township Board. A meeting may be called by the Chairperson or any two members of the Committee.

## Article VI – Rules of Order

6.1 All meetings of the Committee shall be conducted in an orderly manner using parliamentary procedure and utilizing Robert's Rules of Order per Section 2.4(d) Board Rules of the Hamburg Township Policy & Procedure Manual.

## Article VII – Order of Business

7.1 A written agenda for all meetings shall be prepared as follows. The order of business shall be:

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Call to the Public
5. Old Business
6. Current Business
7. Call to the Public
8. Board Comments
9. Adjournment

**Article IX – Amendments**

9.1 These rules may be amended from time to time by majority vote of this Committee and with final approval by the Hamburg Township Board.

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