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**TO:** Board of Trustees

**FROM:** Michael Dolan, Township Clerk

**DATE:** February 16, 2024

**AGENDA ITEM TOPIC:** Elections Coordinator Grade

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### **Requested Action**

- Motion to approve a grade change for the Elections/Clerk Coordinator position from grade 4 to grade 5, and to place Courtney Paton to Grade 5 step 4 beginning on the next pay period.

### **Background**

Courtney currently is at Grade 4 Step 7 \$24.47/hr. Grade 5 Step 5 is \$25.63/hr.

With the implementation of new legislation from prop 2022-2 the amount of detail and responsibility with elections administration have increased exponentially.