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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting and Human Resources

DATE: March 27, 2024

AGENDA ITEM TOPIC: Accounting & Benefits Coordinator hiring

Number of Supporting Documents: **0**

Requested Action

- Motion to approve the conditional offer of employment for the full-time Accounting & Benefits Coordinator position, at a rate of \$XX per hour (grade X step X), with the capability for the Director to negotiate up to a rate of \$XX per hour (grade X step X). Contingent upon all appropriate pre-employment policies and procedures being met regarding the employment of the applicant.

Background

The previous candidate declined the offer of employment. An interview is to be conducted on Monday, March 31st by the Director, Supervisor and Clerk with a qualified candidate.