

**RESOLUTION AFFIRMING APPOINTMENT AS INFORMATION AIDE AND
TRANSFERRING EMPLOYEE TO SAME POSITION IN NEW DEPARTMENT**

RESOLUTION 23-

**RESOLUTION AFFIRMING APPOINTMENT AS INFORMATION AIDE AND
TRANSFERRING EMPLOYEE TO SAME POSITION IN NEW DEPARTMENT**

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, to address staffing and training needs of the Town, the Town has need to fill a vacancy in the Town Planning and Code Office, and has selected a candidate to fill such position; so upon due consideration and deliberation by the Town of Lansing Town Board, now therefore be it RESOLVED as follows:

1. Chelsie Denman remains appointed as an Information Aide but is transferred internally to become the information aide to the Town of Lansing Planning & Code Department, with the same Town perquisites and benefits as are available to all employees of the Town and to such position.
2. This appointment is a full-time appointment, at 36.5 hours per week.
3. The hourly wage is hereby set and approved at \$23.76 per hour, Grade 4, Step 7.
4. The probationary period for such appointment is hereby set, and remains, at 52 weeks.
5. The Town Personnel Officer be and hereby is authorized to make such changes to the Town's employment and civil service rosters and file required civil service forms to place into immediate effect such changes and these resolutions, including by the filing of form MSD 428, if required.