

**RESOLUTION APPROVING THE CREATION OF AN OFFICE STAFF
CLASSIFICATION SYSTEM**

RESOLUTION 25-xx

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OFFICE STAFF CLASSIFICATION SYSTEM**

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

WHEREAS, the Personnel Management Committee determined the need to update the classification system as the current system is no longer functioning well; and

WHEREAS, a position classification system was created listing all positions not included in the 2024 Highway Association Field Classification system;

Now therefore be it

RESOLVED, that the Town of Lansing Town Board hereby approves the creation of the Town of Lansing Office Staff Classification System for all the Town's positions that are not included in the Highway Association Field Classification system; and, be it further

RESOLVED, modifications to the listing will be maintained from this point forward by the Bookkeeper to the Supervisor after Town Board actions have created positions and established the appropriate class for the position.