

MEMORANDUM

DATE: August 13, 2002
TO: The Board of Supervisors
FROM: Carol M. Luckam, Human Resource Manager
SUBJECT: New Position - Part-Time Permanent Convenience Center Attendant

The County has a part-time temporary Convenience Center Attendant position that has been in existence continuously for seven years and is projected to continue indefinitely. Staff recommends the Board establish a part-time permanent Convenience Center Attendant position and eliminate the temporary position.

The reason the current position is temporary is that, for a period of time, the future of convenience centers in James City County was uncertain. They are not self-supporting, and staff had recommended that they be closed. Two convenience centers, one at Barnes Road and one in Grove, have been closed.

The existing part-time temporary position has a regular schedule of 20 hours per week at the Tewning Road and Toano sites, both of which are planned to remain open for the foreseeable future. Therefore, staff recommends that the Board create a part-time permanent position, which is more appropriate under the circumstances. The establishment of this position will ensure that the County will meet the policy definitions of permanent and temporary positions and that the incumbent will receive the same benefits as other employees who work part-time jobs that are projected to continue indefinitely and have regular schedules.

The additional cost of establishing the part-time permanent Convenience Center Attendant position is about \$1,000 for paid leave and holidays. Funds are available to cover the additional cost. Staff recommends adoption of the attached resolution.

Carol M. Luckam

CML/gb
ConvenAttend.mem

Attachment