

From: Betty Schraith
To: Terry MacDonald
Date: 10/2/2006 2:23:07 PM
Subject: File number 060610

Terry,

Upon reviewing file, I realized two of my footnotes for Pay Range 936 may not clearly reflect the intentions of the change. During Pay Period 18, 2006 and Pay Period 23, 2006, Paula and Ken will be contract administrator for one week of each pay period. (Paula- the first week of pp 18 and Ken the second week of pp 18; Ken the first week of Pay period 23, Paula the 2nd week of PP 23). The Pay Range 936 reflects the appropriate rate for Paula for those pay period. (she will be on a leave of absence the other week) Footnote 1 of Pay Range 936 should reflect the appropriate rate fo Ken for the weeks in the pay period 18 and 23 that he is acting as contract administrator. (During Pay Period 19 through 22, the footnote had been deleted, because the rate of Pay Range 936 correctly affects his pay rate, which includes the \$2 per hour.)

The footnote indicating he should be paid an additional \$2 per hour means it should be an additional \$2 per hour on his Operation Driver Worker pay rate, not Paula's pay rate which is indicated in Pay Range 936 for Pay Period 18 and 23. Therefore, the footnotes should read as follows:

Effective for Pay Period 18, 2006, under Section 23, Pay Range 936, add the footnote designation "1/" after the title District Council 48 Contract Administrator and add footnote 1/ to read as follows: Effective September 5, 2006 through September 9, 2006, Kenneth Wischer shall be paid an additional \$2 per hour to his Operation Driver Worker pay rate under Pay Range 750 while performing contract administrator duties of District Council 48 contract Administrator as a replacement for Paula Dorsey.

Effective for Pay Period 23, 2006, under Section 23, Pay Range 936, add the footnote designation "1/" after the title District Council 48 Contract Administrator and add footnote 1/ to read as follows: Effective November 5, 2006 through November 10, 2006, Kenneth Wischer shall be paid an additional \$2 per hour to his Operation Driver Worker pay rate under Pay Range 750 while performing contract administrator duties of District Council 48 Contract Administrator as a replacement for Paula Dorsey.

Can this change be made administratively? Please advise.

Thank you for your help.

Betty

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