

TIM LANE
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Date: July 5, 2017

Memo To: Board of Supervisors

From: Sheriff Lane

REF: Organizational Change Request from 1.0 FTE Bailiff to Two .4 FTE Bailiffs

I am requesting an organizational change from one allotted full time bailiff to two .4 FTE bailiffs. This change will enable the Sheriff's Office more flexibility with scheduling and at this time the bailiff staff has one full-time vacancy. This change request has the potential cost savings to the County of \$25,907.

Typically departmental requests for changes to its table of organization are included with its annual budget request but, according to Policy D. Classification and Compensation, with situations where there is a reduction in overall salary/benefit expenditures, adjustments to a department's table of organization outside of the budget review process is an acceptable exception. This request meets the Policy D. exception criteria.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

July 13, 2017

APPROVAL OF BAILIFF STAFFING ADJUSTMENTS IN THE SHERIFF'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Sheriff's Office be decreased by 0.2 FTE to reflect the elimination of one full-time Bailiff and the addition of two part-time 0.4 FTE Bailiff's for a total hours reflecting 12.2 FTE Bailiffs.

Section 13. This resolution shall take effect immediately.