

TIM LANE
Scott County Sheriff



Item #8
6/11/2020

SHAWN ROTH
Chief Deputy Sheriff

BRYCE SCHMIDT
Chief Deputy Sheriff

EMERGENCY 9-1-1
(563) 326-8625
(563) 326-8689 (FAX)

400 West 4th Street
Davenport, Iowa 52801-1104

www.scottcountyiowa.com/sheriff
sheriff@scottcountyiowa.com

Date: June 9, 2020

Memo To: Board of Supervisors

From: Major Shawn Roth

REF: Over-Hire Full-Time Senior Office Assistant due to Retirement

Due to the upcoming retirement of a full-time senior office assistant, I am requesting to over-hire for this vacancy for up to three weeks. This full-time senior office assistant originally thought she would retire on June 30, 2020, but due to the COVID-19 situation, our office working from home and wanting to allow time for recruitment, hiring and training her replacement, she has decided to retire at the end of July, 2020. This over-hire will hopefully allow ample time for the Sheriff's Civil Office to handle the unknown of the COVID-19 circumstances. The Sheriff's Office is not asking for any adjustment to our current budget to accommodate this over-hire situation.

Thank you.

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

June 11, 2020

APPROVAL OF THE OVER-HIRE OF 1.0 FTE SENIOR OFFICE ASSISTANT DUE TO A RETIREMENT

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

Section 1. That the Board hereby approves the temporary over-hire of 1.0 FTE

Senior Office Assistant for up to 3 weeks.

Section 2. This resolution shall take effect immediately.