



RESOLUTION 2020-0007

RESOLUTION AFIRMING THE TEMPORARY HIRE OF ADMINISTRATIVE ASSISTANT

WHEREAS, Town Council wishes to retain dependable and experienced employees; and

WHEREAS, periodically, it becomes necessary to hire individuals to perform a job, work on special projects, manage abnormal workloads, or address an emergency of a limited duration; and

WHEREAS, temporary employees may work full-time or part-time for a limited period, usually less than six months; and

WHEREAS, Ms. Lorraine Gorman was hired as a temporary employee in August 2019 assist with administrative transitions related to the resignation of the Town Clerk; and

WHEREAS, Ms. Gorman has been instrumental in assisting with administrative issues during the multiple transitions of staffing.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Townsend Delaware, does hereby agree to affirm the temporary hiring of Ms. Gorman as an Administrative Assistant at a rate of \$20.00 per hour. The Town Manager will determine the schedule and hours based on the needs of the Town. The Temporary Administrative Assistant may not work more than an average of 24 hours per week and is not eligible for benefits or leave in accordance with this policy.

Passed and Approved This 1st Day of July 2020.

TOWN OF TOWNSEND

Thomas McDonald, Mayor

ATTEST:

Anthony S. Mangeri, Town Manager

Vote of Council	Yea	Na	Abs
Mayor McDonald			
CW E. Dugan			
CM P. Miller			
CM S. Lobdell			
CM A. Franco			