

**MEETING DATE:** August 9, 2018

**TITLE:** Authorization to Execute Temp to Hire Contract and Conversion Fee

**RESOLUTION NUMBER:** 18-078

**PREPARED BY:** Cathy Reynolds

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**REVIEWED BY:**  Administrator  Counsel  Program Mgr. (Name): \_\_\_\_\_  
 Board Committee  Engineer  Other:

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): <b>Final Action on August 9, 2018</b>	

**PURPOSE or ACTION REQUESTED:**

It is requested that the Board authorize the District Administrator to execute a temp to hire contract and pay the associated conversion fee in an amount not to exceed \$9,600.

**PROJECT/PROGRAM COST:**

The cost for the employee salary is included in the current budget for employee salaries and benefits. The conversion fee is also covered by the existing budget.

**PAST BOARD ACTIONS:**

The Board has not acted on this issue previously.

**SUMMARY:**

Pursuant to the 2018 Human Resources Plan, adopted by the Board of Managers, the Operations Department includes the following positions:

- Operations Manager
- Administrative Assistant (2x)
- Accounting Clerk

For the last three months, the Operations Department has been working with the Operations Manager position filled, and a temporary employee assisting with job duties across Administrative Assistant and Accounting Clerk positions, while recalibrating around recent turnover within the department.

During this period the Accounting Clerk position was posted, to be filled as a full time position. Despite conducting several interviews no qualified candidate was selected. The Operations Manager and Administrator used this opportunity to reevaluate departmental needs, and evaluate optimal department structures and staffing regimes.

That analysis found that the department could sustainably function for the foreseeable future by consolidating duties across the two open positions, Administrative Assistant and Accounting Clerk, into one position. Throughout this process the temporary employee has done an outstanding job and has integrated well with the organization and the department, adding value and completing duties across multiple positions.

For these reasons it is recommended that the Board of Managers take action to authorize the District Administrator to execute a temp to hire contract and pay the associated conversion fee to transition the temporary into a full time District position that combines positional duties from the open Administrative Assistant and Accounting Clerk positions.

