

RESOLUTION

Resolution No. 22-24

PATRON: Robert W. Lazaro
Executive Director

DATE: March 24, 2022

AUTHORIZATION TO RETURN RECEPTION POSITION TO REGULAR EMPLOYEE STATUS AND AMEND PAY GRADE

WHEREAS, according to the Commission's policy on budget approval, only the Commission has authority to approve the number, type and grade of staff positions; and

WHEREAS, the FY22 approved positions include Receptionist as a job-shared position at Grade 3, but expected to be filled with contract employees; and

WHEREAS, the currently assigned receptionist from an employment agency has worked full-time for the Commission since March 2019, proving to be capable and reliable; and

WHEREAS, the Executive Director recommends continuing the incumbent's employment as a regular (not contract) employee, revising the position assignment from Grade 3 to Grade 1, at an effective hourly rate of \$14.70 (\$30,576 annualized), and including all fringe benefits as are available to full-time regular employees; and

WHEREAS, this change can be made within the approved FY 2022 budget for personnel;

THEREFORE BE IT RESOLVED, that the Commission authorizes continuing the current contract employee's engagement as a regular full-time Receptionist with assignment to pay Grade 1.



CERTIFICATION

The undersigned certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Northern Virginia Regional Commission on March 24, 2022.


ROBERT W. LAZARO, JR., CERTIFYING OFFICER