

AGENDA # G.4
Scio Township Board of Trustees
Completion of Probationary Period for Kevin Jeffery

FOR MEETING DATE OF: March 19, 2024

PREPARED ON: 03/13/2024

PREPARED BY: Aurora Northrup

SUBMITTED BY: Human Resources

ITEM TYPE: Possible Action

SUGGESTED ACTION: Utilities Director and Township Manager recommends approval.

BACKGROUND:

Kevin Jeffery was hired on December 4, 2023 as a Building Maintenance/Custodian for Scio Township. Kevin has demonstrated that he has the knowledge and skills necessary to perform his job. Kevin has the capacity to grow and to remain a valuable asset to the department and Township.

FISCAL IMPACT: None

RECOMMENDATION: Approval to continue the employment of Kevin Jeffery in the Utilities Department of Scio Township and that the probationary phase of employment has been completed, per Section 12 of Employee Handbook.

MODEL MOTION:

To approve the successful completion of the 90-day probationary period for Kevin Jeffery, as required by Section 12 of Employee Handbook.

QUESTION: Shall this Motion be APPROVED?