

AGENDA # K.7
Scio Township Board of Trustees
Approval of a conditional offer of employment to Aurora Northrup for the Human Resources Generalist position.

FOR MEETING DATE OF: November 14, 2023

PREPARED ON: November 9, 2023

PREPARED BY: Joyce Parker

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

SUGGESTED ACTION: Approval of a conditional offer of employment to Aurora Northrup for the Human Resources Generalist position. The offer is subject to a satisfactory reference and background check. and approval by the Board of Trustees.

BACKGROUND: In the 2023/24 budget, the Board of Trustees budgeted for a Human Resources Generalist position. The position was advertised earlier this year; however, interviews did not take place. Recently, the Finance Manager, Supervisor and Township Manager interviewed two candidates for the position. We are recommending Aurora Northrup be approved for the position. Ms. Northrup is currently employed as an HR Representative with Meijer for nine months. She was previously employed an HR Consultant; a personnel analyst for three years with the City of Lavonia; and a Human Resources Assistant with the Charter Township of Plymouth for five years. Ms. Northrup has a Master of Science degree in Organizational Leadership Administration and a Bachelor of Business Administration degree. Given that this is a part-time position at 30 hours per week, the position will receive health insurance and pro-rated benefits for PTO and vacation. We have two other regular part-time positions that work 30 or more hours per week. In discussions with the township labor attorney, those employees should be given the opportunity for health insurance.

FISCAL IMPACT: Funds are included in the general fund budget. The position of Human Resources Director position is budgeted at \$45 per hour and is a part-time position.

RECOMMENDATION: Approval of a conditional offer of employment to Aurora Northrup for the part-time Human Resources Generalist position. The offer is contingent on a satisfactory background check.

MODEL MOTION: Approval of a conditional offer of employment to Aurora Northrup to serve as personnel generalist on a part-time basis. The conditional offer is subject to a satisfactory background and reference check.

ATTACHMENTS:

[Northrup Resume pdf](#)

[HR_Generalist.pdf](#)

QUESTION: Shall this Motion be APPROVED?