

RESOLUTION NO. 102-2023

Building Department Appoint Permit Tech/Office Coordinator Sophia Ciaravino

Cuyahoga County, Ohio

Be it Resolved by the Township Trustees of Olmsted Township, that

WHEREAS, it has been determined that a need currently exists to fill a Permit Tech/Office Coordinator full-time due to the resignation in the Olmsted Township Building Department.

WHEREAS, the Permit Tech/Office Coordinator position benefits and conditions of employment will be governed by the Olmsted Township Employee Policy and Procedure Manual.

NOW THEREFORE BE IT RESOLVED; by the Board of Trustees of Olmsted Township, State of Ohio, that:

SECTION 1: The recommendation of the Board of Trustees to hire full-time permit tech/office coordinator Sophia Ciaravino is hereby accepted as submitted.

SECTION 2: The above-referenced appointment shall commence September 13, 2023 at a compensation rate of \$20.00 per hour. Health care benefits will commence on hire date. This appointment is contingent upon successful completion of criminal background check, pre-employment drug and alcohol test/screen.

SECTION 3: This position will be entitled to two(2) weeks of vacation that will be allowed to take after 90 days of employment during the first full year. Vacation will not be paid out if employee is terminated or resigns during the first full year of employment.

SECTION 4: The terms described in this resolution constitute the terms of employment and shall not be construed as a contract.

BE IT FURTHER RESOLVED; that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 13th day of September, 2023

Attest: Brian W. [Signature]
Township Fiscal Officer

[Signature]
[Signature]
[Signature]
Township Trustees