



RESOLUTION 25-15

A RESOLUTION TO CHANGE POSITION & COMPENSATION FROM RECEPTIONIST TO ADMINISTRATIVE ASSISTANT WITH A SIX-MONTH PROBATIONARY PERIOD.

WHEREAS, the Town Manager has recommended to promote from within and change position from Receptionist to Administrative Assistant for the Town of Millville;

NOW, THEREFORE, let it be resolved that the Mayor and Town Council approves the Town Manager's decision on changing Trisha Marcules status from Receptionist to Administrative Assistant position as an at-will, non-contractual employee at the following compensation and terms, in addition to those in the Town of Millville Personnel Policy Manual:

- ❖ Hourly Wage: \$24.62 – Annualized: \$48,009.00
- ❖ Hours of work: Typically, 8:30 a.m. till 4:30 p.m. (total of 37.50 hrs. per week); though the employee will be required to have flexible hours to meet schedules and perform duties.
- ❖ Six (6) month probation period.

I, DEBORAH SOSNOSKI, Secretary of the Town Council of the Town of Millville, hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Town Council of the Town of Millville at its meeting held on November 12, 2024, at which a quorum was present and voting throughout and that the same is still in full force and effect.

TOWN OF MILLVILLE

DEBORAH SOSNOSKI
SECRETARY