



# PALISADES

## CHARTER HIGH SCHOOL

### DIRECTOR OF HUMAN RESOURCES

### COVER SHEET FOR INCREASE IN COPY CLERK HOURS

OCTOBER 17, 2023

#### TOPIC/ AGENDA ITEM:

Increase to hours for Copy Clerk position to support faculty

#### PERSONNEL INVOLVED:

Copy Clerk

#### ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

An increase in hours for the copy clerk would result in increased cost due to additional salary in addition to health and wellness benefits for this employee.

#### IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

None.

#### OPTIONS OR SOLUTIONS:

Converting the Copy Clerk position from a four hour position to an eight hour position would increase PCHS's ability to attract and maintain qualified staff for this position.

#### DIRECTOR OF HUMAN RESOURCES' RECOMMENDATION:

The Director of Human Resources recommends that the Board approve the recommendation.

#### RECOMMENDED MOTION:

"To approve Local Assignment Option for certificated employees to work outside of their primary credential area."

---

Martha Monahan, Ed.D.  
Director of Human Resources