

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2012.11.19.02**

IN RE: Reclassification of Full-time Dispatcher Tara S. Melvin

WHEREAS, Tara S. Melvin has served as a Full-time Dispatcher with Sugarcreek Township Fire Department since June 7, 2010; and,

WHEREAS, Ms. Melvin has expressed a desire to reduce her hours from full-time status to part-time; and,

WHEREAS, funds are available for this purpose within both the Police and Fire Departments 2012 Operating Budgets; and,

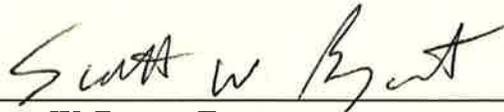
WHEREAS, Chief James K. Deaton fully supports Ms. Melvin's decision and requests the Board of Trustees reclassify Tara S. Melvin from full-time Dispatcher to part-time Dispatcher; and,

WHEREAS, Part-time Township employees are hired with the expectation that the employee(s) will work not more than one-thousand five-hundred (1,500) hours total in any year, calculated annually from the date of part-time appointment.

NOW THEREFORE, BE IT RESOLVED, that Tara S. Melvin shall be reclassified to the position of part-time Dispatcher effective November 18, 2012, at the hourly pay rate of \$13.44.

Absent  
Nadine S. Daugherty, Chairperson

Michael E. Pittman  
Michael E. Pittman, Vice Chairperson

  
\_\_\_\_\_  
Scott W. Bryant, Trustee

  
\_\_\_\_\_  
Theodore L. Hodson, Fiscal Officer



November 12, 2012

Barry Tiffany, Township Administrator  
Township Trustees

RE: Reclassification of Tara Melvin

I would like to submit my request to reclassify Dispatcher Tara Melvin from full time dispatcher to part time dispatcher at the rate of \$13.44 effective November 18, 2012. She will still work a specified number of hours to help the department's needs.

Respectfully submitted,

James K Deaton  
Chief of Police

10 November 2012

To Whom It May Concern:

I am writing my letter to express my interest in remaining with the Sugarcreek Township Police Department on a part-time basis. While I am in training at my full-time job, my availability will be limited; however, my availability will increase once I am finished with training.

Sincerely,



Tara S. Melvin

**NOV 12 2012 AM07:49**