

## BUSINESS CASE REQUEST FORM

<b>PROGRAM</b>	Casual Clerk					
<b>MANAGER</b>						
<b>STAFF INPUT</b>						

**History**

**DESCRIPTION - PURPOSE - NEED - JUSTIFICATION**

A Casual Clerk position would allow for more complete coverage when Clerk's are away for vacation or utilizing well time. There is not a consistent back up for the Public Works Clerk, Administrative Clerk, or the Development Services Clerk. There is the potential for each of the Clerk's to be away from their job for upwards of 5 weeks per year. There is no back up coverage for these positions, and the work is often completed by a supervisor or co-worker in their absence which takes away from their other duties. We would like to ensure a consistent service level and with absences it has been necessary to close Town Hall sporadically since the 3/4 time Clerk position was assigned full time to the Finance Department. With the upwards of 5 weeks of time away from work in each of these positions there is up to 15 weeks of Clerk absences in Town Hall and Public Works alone. Finance also has three Clerk positions.

**OPERATION AND MAINTENANCE IMPACTS**

	2026	2027	2028	2029	2030	Total
<b>REVENUE</b>						
<b>Total Revenue</b>						
<b>EXPENSE</b>						
Backfill - Clerk (15 weeks)	22,919					

**EFFECT IF PROPOSAL IS NOT APPROVED**

Town Hall will continue to closer sporadically. Managers will be completing Clerk duties during their absences.

<b>COUNCIL DECISION</b>
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