



# AGENDA ITEM FOR ADMINISTRATIVE MEETING

( ) Discussion only  
(X) Action

**FROM (DEPT/ DIVISION):** Fair

**SUBJECT:** Temporary Double Filling of Fair Aide Position

<p><b>Background:</b> The Fair Administrative Aide is out on military leave and will not be returning until at least February 2023. It is requested to double fill the position during the employee’s absence. A temporary fair employee has been identified to fill the position.</p>	<p><b>Requested Action:</b> Approve double fill of Fair Administrative Aide Position for up to 32 hours per week until return of employee</p>
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**ATTACHMENTS:**

**Date:** (11-28-22)      **Submitted By:** Angie McNalley-Fair Manager

\*\*\*\*\*For Internal Use Only\*\*\*\*\*

**Checkoffs:**

- ( ) Dept. Head (copy)
- ( ) Human Resources (copy)
- ( ) Fiscal
- ( ) Legal (copy)
- ( ) (Other - List:)

To be notified of Meeting:

Needed at Meeting:

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Scheduled for meeting on: December 7, 2022

**Action taken:**

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**Follow-up:**