



Baldwin County Commission

Legislation Text

File #: 22-1291, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 8/2/2022
Item Status: New
From: Ronald J. Cink, Budget Director
Submitted by: Victoria Key, Administrative Support Specialist

ITEM TITLE

Librarian of Public Law Library - Considerations Related to Employment Contract

STAFF RECOMMENDATION

As requested by the Presiding Judge of the Circuit Court of Baldwin County, authorize and approve the execution of an Employment Contract between the Baldwin County Commission and Lynn Biles applicable to the position of Librarian of the public law library at an annual compensation of \$35,360.00.

The effective date of this Employment Contract shall be August 2, 2022. This Employment Contract shall continue in full force and effect through and including August 2, 2023.

BACKGROUND INFORMATION

Background: N/A

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$35,360.00

Budget line item(s) to be used: Law Library Fund

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

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Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Commission Administration; Personnel

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Administration:

- 1) Ensure full execution of employment contract as soon as approved. Coordinate with appointed employee to sign.
- 2) Provide a copy of the fully executed contract to the employee via email, original contract to Deidra Hanak, Personnel Director, copy kept in Admin. contract files with note re: where original is filed.
- 3) Upload contract to BCAP and Contracts Online.
- 4) Update Contract Employee List with contract approval dates and relevant info (if applicable).

Additional instructions/notes: N/A