



MARINETTE COUNTY
POSITION REQUEST FORM

~~Administration Completes and returns to the Department~~

Applicable dates:
Governing Committee 10-21-13
Personnel Committee 10-18-13
Finance Committee 10-21-13
County Board 10-29-13

Permission to proceed: JK
(County Administrator initials and dates)

~~Department Completes and submits to Human Resources~~

Department: Maintenance
Department Head: John Machnik
Supervisor: John Machnik
Position Title: Maintenance Technician
Old Position Title: _____
Hours per Week/Year: 40
Account Number(s): 100-34-51640-111

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: _____ (i.e. salaries with or without fringes)

Justification for request: **Please attach**

~~Human Resources Completes and submits to Finance~~

Wage Scale Courthouse
Pay Rate/Salary: \$ 19.28 (2013 starting)
Pay Level: L

Human Resources Initials: JK

~~Finance Completes and returns to Administration~~

Cost of Request:
Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____

Total Cost: \$ please see attached Finance Initials: LM

~~Approval*~~

Department Head: John G. Machnik 10/08/13
County Administrator: William J. ... 10/11/13

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

October 08, 2013

Justification for request to have two employees in a Maintenance Technician position for 7 working days:

The Maintenance Department presently has 3 full time Maintenance Technicians to operate and maintain the LEC, Courthouse, HHS and Library. The Technician assigned to the Courthouse will be retiring in January, 2014. The Department desires to hire a replacement 7 working days prior to his retirement. This overlap allows the new employee to acquire knowledge, training and guidance from the person most familiar with the building, its equipment and its systems before he leaves.

**COST OF REQUEST
ONE WEEK OVERLAP OF MAINTENANCE TECH**

ANNUAL COSTS	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	7.00% 2014 RETIREMENT	Family H&D	LIFE INS	2.00% WORKER'S COMP	TOTAL
Maintenance Tech	\$ 45,769	\$ 195	\$ 3,516	\$ 3,217	\$ 22,545	\$ -	\$ 919	\$ 76,162
Starting Maintenance Tech	\$ 40,959	\$ -	\$ 3,133	\$ 2,867	\$ 22,545	\$ -	\$ 819	\$ 70,323
SAVINGS (COST) WITH CHANGE	\$ 4,810	\$ 195	\$ 383	\$ 350	\$ -	\$ -	\$ 100	\$ 5,839
ONE WEEK OVERLAP (40 HOURS)								
Maintenance Tech	\$ 877	\$ -	\$ 67	\$ 61	\$ -	\$ -	\$ 18	\$ 1,023
Starting Maintenance Tech	\$ 771	\$ -	\$ 59	\$ 54	\$ -	\$ -	\$ 15	\$ 900
	\$ 1,648	\$ -	\$ 126	\$ 115	\$ -	\$ -	\$ 33	\$ 1,922