



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

DATE: January 27, 2023

TO: Livingston County Board of Commissioners

FROM: Kevin Eggleston

RE: Resolution Reverting to 40 Hours for a Maintenance Mechanic

In April 2021 the Board of Commissioners authorized one position to be a standard full-time position while working only 30 hours per week. I have attached the original resolution and cover letter with this submission. The resolution specified that the arrangement was for a period not to exceed two years and would be re-evaluated in May 2023. Recently this 30-hour employee has designated a retirement date of March 2nd, 2023.

Considering this imminent departure, I am requesting to revert this 30-hour position back to a 40-hour position. In the next 12 months, the Facility Services Department will experience great losses in institutional knowledge due to several anticipated retirements of 20-year plus career employees. Reverting this position back to its originally intended 40-hour standard full-time position is the best course of action for succession planning and to provide the highest quality of service to all county buildings, parks, and contractual obligations. This position will also be added back to the on-call rotation. Facility Services has on-call mechanics to support all buildings and departments for immediate needs and emergencies that are afterhours or on weekends.

The estimated annual cost increase for reverting this position back to 40-hours will be \$12,976.

If you have any questions or concerns about this resolution, please feel free to contact me at 517-540-7526. Thank you for your consideration.

Respectfully Submitted,

Kevin Eggleston
Director of Facility Services