



14 May 2024

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Recommend Approval of Full-Time Hire

Mayor and Board Members,

In December 2023 as the result of our hiring process, we extended an offer of probationary employment to Mr. Shawn Valentine as a Water Operations Assistant for the probationary period of 90 days. Mr. Valentine has from his first day on the job shown a professional work ethic and drive to become a professional drinking water operator. On 06 May 2024, I and Caleb Osborne conducted our probationary employment review with Mr. Valentine. As a result of that positive review, we are excited to hire Mr. Valentine into a career position with the Utility pending Board of Works Approval today.

I request the Board of Public Works and Safety approve the hire of Shawn Valentine to **Distribution Operator F** in accordance with the City of Greenfield Salary Schedule for 2024. If approved the hourly rate change would be effective 11 May 2024.

NAME	CURRENT TITLE/SALARY	PROPOSED TITLE/SALARY
Shawn Valentine	Operations Assistant / \$21.13	Water Plant Operator F / \$24.07

I welcome any questions the Board may have on this recommendation.

Respectfully Submitted,

Charles Gill
Manager
Water Utility

cc: Jane Webb, Utility Coordinator
Lori Elmore, Clerk-Treasurer
Mitch Ripley, Human Resource Director