

**City of Smyrna
During Fiscal Year
Position Reclassification Request**

Current Position Title	Sanitation Crew Worker	Grade	GOVT-1
Requested Position Title	Sanitation Truck Driver	Grade	GOVT-4
Department/Division	Public Works		

Reason for reclassification:

We need an extra driver to cover when staff is out or off. Creates shortage and we shut down routes.

Job Description ☐ Attached (highlighting proposed differences that justify request).

Capital Outlay: Submit forms for new vehicle request or other expenditure over \$20,000.

Account #	Description				Amount
					\$ -

Operation & Maintenance Expense: Add separate line item(s) to budget for anything above current.

Account #	Description	Amount
		\$ -

Personnel Services Cost: Fill in Annual Pay and Overtime (if necessary).

	Current	Proposed
Annual Pay	\$31,333.00	\$36,740.00
FICA/Medicare	\$ 2,396.97	\$ 2,810.61
Overtime (Hrs x Hrly rate)	\$ -	\$ -
Life Insurance	\$ 322.07	\$ 322.07
Health Insurance	\$ 12,918.14	\$ 12,918.14
STD/LTD	\$ 408.36	\$ 408.36
DB Pension	\$ 2,334.31	\$ 2,737.13

	Additional Cost					
TOTAL	\$ 49,713	\$ 55,936	\$ 6,223			

Are sufficient funds currently approved and budgeted for this request?

Yes

If not, where do you propose getting sufficient funding (explain below)?

Department Head Signature: _____

Date: _____

City of Smyrna
During Fiscal Year
Position Reclassification Request

Current Position Title	<u>Sanitation Crew Worker</u>	Grade	<u>GOVT-1</u>
Requested Position Title	<u>Sanitation Truck Driver</u>	Grade	<u>GOVT-4</u>
Department/Division	<u>Public Works</u>		

HR Comments/Recommendation:

HR Signature: _____ Date: _____

City Administrator's Comments:

Approved ☐

Denied ☐

City Administrator's signature: _____ Date: _____