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**BOARD OF TRUSTEES SPECIAL MEETING - ACCOUNTING & BENEFITS COORDINATOR  
POSITION HIRING**

**Friday, June 07, 2024 at 9:00 AM  
Hamburg Township Hall Board Room**

**AGENDA**

**CALL TO ORDER**

**PLEDGE TO THE FLAG**

**ROLL CALL OF THE BOARD**

**CALL TO THE PUBLIC**

**CONSENT AGENDA**

**APPROVAL OF THE AGENDA**

**UNFINISHED BUSINESS**

**CURRENT BUSINESS**

1. Accounting & Benefits Coordinator hiring

**CALL TO THE PUBLIC**

**BOARD COMMENTS**

**ADJOURNMENT**

**TO:** Board of Trustees

**FROM:** Michelle DeLancey, Director of Accounting and Human Resources

**DATE:** June 6, 2024

**AGENDA ITEM TOPIC:** Accounting & Benefits Coordinator hiring

Number of Supporting Documents: **1**

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**Requested Action**

- Motion to approve the conditional offer of employment for the full-time Accounting & Benefits Coordinator position, at a rate of \$31.00 per hour (grade 7 step 3), with the capability for the Director to negotiate up to a rate of \$32.57 per hour (grade 7 step 5). Contingent upon all appropriate pre-employment policies and procedures being met regarding the employment of the applicant.

**Background**

An interview was conducted on Thursday, June 6<sup>th</sup> by the Director, Supervisor and Clerk with the qualified candidate.



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### Hamburg Township-Conditional Offer of Employment

**Job Title:** Accounting & Benefits Coordinator  
**Start Date:** N/A  
**Department:** Finance/Accounting

**Employment Status:** Full-Time  
**Work Schedule:** Monday – Friday, 8:00 a.m. – 5:00 p.m.  
 Effective July 1, 2024, Monday – Thursday 7:30 a.m. – 5:30 p.m.  
**Salary:** \$31.00/hour (grade 7, step 3)

**Probation Period:** 6 months

**Benefits:** Blue Cross & Blue Shield Health Insurance  
 Blue Cross & Blue Shield Dental Insurance  
 Blue Cross & Blue Shield Optical  
 OR payment in lieu of benefits \$250 per month (\$3,000 annually)

Life Insurance \$25,000 death, \$50,000 accidental death

Disability – Long and Short Term

MERS Define Contribution - 401A, 10% of Salary contributed by Hamburg Twp.

MERS 457b – Employee voluntary contribution

**Tuition Reimbursement** \$6,000.00 per fiscal year

**Paid Time off:** 11 Paid Holidays  
 PTO time – 8 hours' time accrued each month  
 Vacation – 80 hours upon hire  
 Vacation – 80 hours 1<sup>st</sup> anniversary (See Schedule)

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 Applicant

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 Michelle DeLancey, Director of Accounting