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MEMORANDUM

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TO: ALPENA COUNTY PERSONNEL COMMITTEE

FROM: CYNTHIA MUSZYNSKI, ALPENA COUNTY PROSECUTOR

RE: PERMISSION TO USE UNUSED BUDGETED SALARY FUNDS

DATE: 6/23/21

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TEMPORARY EMPLOYEE VACANCY

At the full board meeting held on March 30, 2021, the Alpena County Board of Commissioners approved the Alpena County Prosecutor's Office to hire a temporary assistant prosecutor to fill a temporary vacancy. At that time it was anticipated that the temporary vacancy would have been for 4 - 6 weeks. The position has yet to be filled and due to unforeseen circumstances, that leave has lasted 17 weeks resulting in an unused portion of the Prosecutor Office's budgeted salary totaling \$13,700.

Despite the anticipated return of the full time permanent assistant prosecutor, the Prosecutor's Office is requesting to be able to use the \$13,700 to hire a temporary assistant prosecutor on a per hour, contractual basis, for a period not to extend beyond what the salary surplus would allow.