
Yamhill County

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Office of County Administrator

LAURA S. TSCHABOLD
COUNTY ADMINISTRATOR

KEN HUFFER
DEPUTY ADMINISTRATOR

MEMORANDUM

TO: Board of Commissioners

Date: September 2, 2016

FROM: Laura Tschabold, County Administrator 

CC: Sheriff Tim Svenson, Human Resources Manager Desiree Lundeen

RE: **Out of Class Pay Request for Assistant Emergency Manager Ken Nygren**

Assistant Emergency Manager Ken Nygren has been covering the duties of Emergency Manager since Sue Lamb's resignation. It is typical that the county would pay out of class pay in situations like this where an employee is essentially assuming all of the duties of a higher classification. It was an oversight that this did not occur at the time when Ken assumed these duties.

Therefore, I am requesting that the Board approve paying Ken Nygren 11% out of class pay retroactive to May 9, 2016 until the new Emergency Manager is hired. The Sheriff is supportive of this request and there is sufficient funding in the Emergency Management budget to cover this expense.

Accepted by Yamhill County
Board of Commissioners on
9.8.16 by Board Order
16-343