TO: Ellen Boyer, Library Director

FROM: Lisa Prolman, Assistant Library Director

DATE: September 16, 2019

SUBJECT: Position Upgrade

Based on the evaluation of my job description done during the pay equity study, there have been significant changes in the duties and responsibilities of my position that weren’t an upgrade. The IT duties I have been performing for over ten years that were paid for by stipend have now been incorporated into my new job description as have a number of other duties formerly listed in the Head of Information Services position.

Given the changes in my job description, I am requesting a change in grade from an S5-I to an S6-G. The stipend will then cease to exist as the duties will be part of my new job description.