



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: November 10, 2022
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: **ONE-TIME BONUS FOR PARALEGAL JANE RHODE**

Due to the vacancies in both the City Attorney and Assistant City Attorney positions this year, Jane Rhode, Paralegal, has been taking on additional duties. She has worked diligently to ensure that legal matters continue to be handled effectively and in a timely manner since April 1st, 2022.

A few items of note include coordination of the new Assistant City Attorney onboarding plan; drafting of updates, orders, ordinances, and resolutions, which are typically handled by the attorneys; being the main point person for liability issues related to CVMIC claims; and creating and coordinating the process being used to ensure that prosecution matters continue to be handled without needing to disrupt or delay the Municipal Court calendar. In addition, she continued to perform her regular day-to-day duties during this time.

Had the City contracted outside legal assistance for these matters, the cost would have been significant. The City of Manitowoc Employee Policy Manual allows for one-time bonuses to acknowledge additional duties taken on by employees in the event of vacated positions. Due to the length of time these vacancies have extended, and the high-level duties required by Jane during this time, my recommendation is to allow for a one-time bonus of \$2,500 to Jane on the next pay period.

Thank you for your consideration of this request.

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