

Personnel
1-15-18

18-0051

RESOLUTION
PAYROLL ADMINISTRATOR

WHEREAS, the Finance Director/Treasurer has submitted a request to backfill the Payroll Administrator position due to an anticipated retirement on August 6, 2018, including an up to four month overlap for training purposes, provided a notice of retirement is received from the current employee, projected to be April 9, 2018; and

WHEREAS, the Finance Committee at a meeting held on January 2nd, 2018 and the Personnel Committee at a meeting held on January 4th, 2018, approved filling this position, including the training overlap and the revised job description; and

WHEREAS, the Common Council has enacted a resolution requiring 2/3 approval of the Common Council prior to filling a vacancy.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve the hiring of a replacement Payroll Administrator, and the attached revised job description, as an hourly, non-exempt position, at Grade H, all according to the Compensation Plan and Employee Policy Manual, including a four month overlap for training purposes, in accordance with the 2018 budget, and to backfill any vacancies created as a result of filling this position.

BE IT FURTHER RESOLVED that said position would start at the current pay plan and would not move to the new plan until the training overlap period ends, which is projected to be August 6th, 2018.

Introduced Jan 15, 2018 _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

This Resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: \$18,000
Funding Source: 2018 Contingency Fund
Finance Director Approval: /sc
Approved as to form: /kmm