

R E S O L U T I O N

**ONE-TIME BONUS FOR ATTORNEY DEPARTMENT EMPLOYEE
JANE RHODE**

WHEREAS, on April 1st, 2022, the former Assistant City Attorney resigned, and subsequently on May 18th, 2022, the former City Attorney resigned, and during the interim period, Paralegal Jane Rhode, took on additional responsibilities from April 1st, 2022 through October 31st, 2022 in the absence of a both attorney positions; and

WHEREAS, on occasion high level leadership positions within the City of Manitowoc are vacated and it becomes necessary to for lower paid employees to fill the duties of the vacant roles; and,

WHEREAS, contracting outside legal assistance for these duties would have incurred a significant cost to the City; and

WHEREAS, the City of Manitowoc Employee Policy Manual allows for a one-time bonus to acknowledge the additional duties taken on by other employees during a vacancy; and

WHEREAS, at a meeting held on Thursday, November 10th, 2022, the Personnel Committee unanimously recommended a one-time lump sum payment for Paralegal Jane Rhode, in the amount of \$3,000.00 as compensation for the additional responsibilities during the period from April 1st, 2022 through October 31st, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Manitowoc approve a one-time lump sum payment for Paralegal Jane Rhode, in the amount of \$3,000.00, as compensation for the additional responsibilities during the period from April 1st, 2022 through October 31st, 2022, effective on the next payroll after approval by the Common Council.

Introduced _____ Adopted _____

Justin M. Nickels, Mayor

Approved _____

This Resolution was drafted by Jessica C. Lillibridge, Human Resources Director

Fiscal Impact: \$3,000
Funding Source: City Attorney Personnel Budget
Finance Director Approval: /kl
Approved as to form: /jcl