

February 15, 2006

To: Board of Estimates

From: Roger M. Goodwin

Re: Vacation Allotment

On November 23, 2004 the Common Council amended the ordinances to allow hiring authorities to allow an upward adjustment in leave entitlement for new appointments to non represented City positions. MGO 3.38 (7)(a) requires that "The Human Resources Director will report to the Board of Estimates on the use of this provision on an annual basis".

The following non represented employees were hired in 2005 and were allotted vacation days at a rate higher than the standard rate for beginning employees". (Note: the standard beginning rate is 10 days per year.)

<u>Agency</u>	<u>Employee Name</u>	<u>Position Hired For</u>	<u>Vacation Allotment</u>
Inspection	Matthew Tucker	Zoning Administrator	15 days
Mayor	Andrew Statz	Fiscal Efficiency Auditor	15
Inform Serv	Lance Perry	GIS/GEO Database Spec	12.5
Aff Action	Angela Bennett	Disability Rights Spec	12.5
Traffic Eng	Keith Pollock	Transp. Operations Analyst	12.5
Streets	Patrick Hartmann	Streets Operations Analyst	15
Water Util	John Marchewka	Water Qual & Supply Supv.	15
Human Res	Tresa Martinez	EAP Coordinator	20