



## Legislation Text

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**File #:** 22197, **Version:** 1

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### **Fiscal Note**

The estimated maximum cost in 2011 for the double-fill is \$20,556 in salary expense, plus \$8,736 for benefits (\$29,292 in total). The actual cost may be lower depending on whether non-paid leave time is utilized during the leave of absence. Funding is available in the Mayor's Office due to salary savings derived from staff turnover.

### **Title**

Authorizing a double-fill of the position Secretary to the Mayor from April 19, 2011 thru September 17, 2011.

### **Body**

WHEREAS, the Mayor's Office would like to continue the employment of Connie Phair as Secretary to the Mayor for a limited period of time to provide for consistency, training, and to ensure a smooth transition; and

WHEREAS, the parties have agreed that the continued employment for a limited period of time would be mutually beneficial as following about 8 to 9 weeks of training and transition work Ms Phair will take a leave of absence for about 12 weeks; and

WHEREAS, the City of Madison Personnel Rules states: "The Human Resources Director, with the Mayor, and the Common Council if the term of the appointment is more than thirty (30) days, is authorized to double-fill any position"; and

WHEREAS, the double-fill is expected to exceed thirty (30) days;

NOW, THEREFORE BE IT RESOLVED, the double-fill of the Secretary to the Mayor position is approved from April 19, 2011 thru September 17, 2011.