



Legislation Text

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

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.