



## Legislation Details (With Text)

<b>File #:</b>	22197	<b>Version:</b>	1	<b>Name:</b>	Authorizing a double-fill of the position the Secretary to the Mayor from April 19, 2011 thru September 17, 2011.
<b>Type:</b>	Resolution	<b>Status:</b>	Passed		
<b>File created:</b>	4/22/2011	<b>In control:</b>	BOARD OF ESTIMATES (ended 4/2017)		
<b>On agenda:</b>	5/17/2011	<b>Final action:</b>	5/17/2011		
<b>Enactment date:</b>	5/23/2011	<b>Enactment #:</b>	RES-11-00451		
<b>Title:</b>	Authorizing a double-fill of the position Secretary to the Mayor from April 19, 2011 thru September 17, 2011.				
<b>Sponsors:</b>	Paul R. Soglin				

### Indexes:

### Code sections:

### Attachments:

Date	Ver.	Action By	Action	Result
5/17/2011	1	COMMON COUNCIL	Adopt	Pass
5/9/2011	1	BOARD OF ESTIMATES (ended 4/2017)	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
5/3/2011	1	COMMON COUNCIL	Referred	
4/22/2011	1	Human Resources Department	Referred for Introduction	

### 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.