



REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 25, 2024

AGENDA ITEM: Consider the revised Personnel Dynamics Contract retroactive to November 12, 2024, and hiring Mary Corwin as a temporary Office Worker/Transcriptionist through Personnel Dynamics, retroactive to November 13, 2024.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The City has utilized temporary employees hired through Personnel Dynamics to cover absences. The Grand Rapids Area Library's contract with Personnel Dynamics, has been renewed yearly; however, due to an oversight, the City's contract with Personnel Dynamics, has not been renewed since 2021.

After discussion with the Library and Personnel Dynamics, we are proposing a revised Personnel Dynamics, LLC, contract, that covers all departments within the City, including the Library, and provides consistency with the rate of pay for these temporary employees. Attached you will find the revised Personnel Dynamics, LLC, contract. We are requesting this contract be approved retroactive to November 12, 2024. A red-lined version of the Personnel Dynamics contract with the Grand Rapids Area Library is attached for your review.

We currently have an open Administrative Assistant position with the GRPD and would like to utilize a temporary employee, hired through Personnel Dynamics, to cover the vacancy. We are recommending utilizing Personnel Dynamics to hire Mary Corwin, to fill in as needed, at the Grand Rapids Police Department, as an office worker/transcriptionist, retroactive to November 13, 2024. Her rate of pay will be \$18.50 per hour.

REQUESTED COUNCIL ACTION:

Make a motion to approve the revised Personnel Dynamics contract, for temporary staffing needs, retroactive to November 12, 2024; and approve utilizing Personnel Dynamics to hire Mary Corwin, to fill in as needed, at the Grand Rapids Police Department, as an office worker/transcriptionist, retroactive to November 13, 2024, with a rate of pay of \$18.50 per hour.