



REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 28, 2025

AGENDA ITEM: Consider retirement of Cindy Phillips, Payroll Clerk/HR Technician.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

On April 23rd, Cindy Phillips gave notice she is retiring from her position as Payroll Clerk/HR Technician with the City of Grand Rapids. Cindy's last day working full-time will be May 7, 2025. Cindy has generously offered to work Tuesday and Wednesday of payroll weeks through June 2025. She plans to use her accumulated FTO on the days she is not working on payroll.

Cindy has worked for the City's Finance Department for over 11 ½ years. She has demonstrated exceptional professionalism, dedication, and integrity. Her thorough understanding of payroll, benefits, and all related processes as it relates to the City of Grand Rapids and our employees, is unmatched. Throughout her tenure, Cindy has ensured that payroll operations ran smoothly and that employee concerns were addressed with care. She is a trusted employee. She has been invaluable to the City, and we are grateful for the 11 ½ years of service. She will be greatly missed by all, and we truly wish her the best in her retirement.

In the coming days, Human Resources will be working with the Finance Department reviewing the Payroll Clerk/HR Technician job description and making updates, if any are needed. Changes or updates will be brought to City Council at a later date.

REQUESTED COUNCIL ACTION:

Make a motion to accept the retirement of Cindy Philips, from the position of Payroll Clerk/HR Technician, and authorize the City Administrator to approve final date of employment, when determined based on usage of FTO, and no later than July 12, 2025.