

TO: Hamburg Township Board of Trustees

FROM: Jason Negri, Treasurer

DATE: May 12, 2023

AGENDA ITEM TOPIC: Increase for Treasurer's Clerk

Number of Supporting Documents: **0**

Requested Action

For the past 3 years, Susan Deadman (Treasurer's Clerk, Grade 4, Step 6, hourly rate of \$23.88) has been steadily taking on more responsibilities in the Treasury. More specifically, since May 1 2023, in anticipation of Tricia's Departure (both for redundancy and to train the new Deputy), Susan has been actively learning all the tasks ordinarily performed by the Deputy Treasurer, and has added the following tasks to her job:

- FCB Investment tab
- Setting up tax roll
- Tax adjustments and refunds
- Millage rates (L-4029's)
- MERS payment
- Veterans exemption
- Communications with the banks
- Audit letters
- Mortgage letters
- DNR PILT reporting
- Local Stabilization Payments

Susan is an exemplary employee in every respect: diligent, pleasant, responsible, ethical and always willing to help with everything. Because of the essential role she is playing and the increased duties she has been (and will be) performing, I am requesting that the Board approve my increasing her salary to make it commensurate with the job she is actually doing.

Starting July 1, instead of the ordinary step increase she would get from Step 6 to Step 7 (hourly rate of \$25.71), I am proposing that we reclassify her job to "Assistant Deputy Treasurer" at a Grade 5, Step 5 (hourly rate of \$26.91).