



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, February 23, 2021
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Employment Contract-Director of Administrative Services
<b>Background Information:</b>	<p>In January 2019 we transitioned Annette Storm from an Assist Finance Director to a Division Director-Administrative Services Director. At that time her position meant a job title change and pay change. To date, this change has served the City well.</p> <p>While there are no recommended changes to salary or job title, there has been discussion on employment contract for this position since in September of 2018, Public Safety Director Jim Marshall was employed via an employment contract and in January of 2020, Public Works Director Jason Anderson was employed via an employment contract. The employment contracts on record with the City have shared benefits for the employee and the City. It provides severance for the employee in the event the City desires to pursue separation under the severance clause in the contract. The severance serves the City well as it allows for the City to separate employment in a non-contentious, agreeable way.</p> <p>Recently Director of Administrative Services returned from FMLA and had the desire to solidify a small change to her work schedule, that being working remotely for 1 day a week. Director Storm has requested the City consider this request through an employment agreement since currently the policy does not allow for this arrangement. In addition, the proposed employment agreement does include severance, and notification of resignation 45 days prior (also not in policy).</p> <p>Personnel Committee met on February 17<sup>th</sup> and voted unanimously to approve this agreement.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	None
<b>Recommendations:</b>	Approve Employment Agreement with Annette Storm effective February 23, 2021.