

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

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**Agenda Item:** 7. Consider non-precedential vacation payout in Clerk's Office

**Meeting Date:** 12/20/2022

**Requested by:** Aaron Joyce

**Reviewed/Recommended by:** Finance Committee

**Background:** Deputy Clerk/Treasurer – Accountant was allocated 200 hours of Vacation time on 1/1/22. This is in addition to the 40 hours of Vacation time carried over from 2021. Due to the job requirements involving closing out the previous year's finances, preparing for the audit, and being short-staffed through the first 2/3 of the year, it was difficult to take large blocks of time off at a time to spend down the Vacation balance.

Use of Vacation time was discussed with the employee and a plan was developed in the fall to use the remaining balance of Vacation time that could not be carried over into 2023. Because of illness in the Clerk's office and the high demands of the Civic software implementation, four planned Vacation days were sacrificed for the operations of the department. I feel it is not prudent for this employee to lose these Vacation hours when the time off was scheduled in good faith. 32 hours of non-precedential Vacation time payout is being requested as a result.

**Financial Impact:** \$1,000.50. Includes wages & benefits (FICA, Medicare, & WRS contribution).

**Funding Source:** Funding source will come from the wages & benefits line item in the department's 2022 budget.

**Requested Action:** **Finance Requested Action:** Motion to recommend to Council authorizing a non-precedential payout of 32 hours of Vacation time in the Clerk's office.

**Council Requested Action:** Motion to authorize a non-precedential payout of 32 hours of Vacation time in the Clerk's office.