

**CITY OF SHEBOYGAN  
DIRECT REFERRAL RESOLUTION 62-23-24  
TO FINANCE AND PERSONNEL COMMITTEE**

**BY ALDERPERSONS MITCHELL AND FILICKY-PENESKI.**

**SEPTEMBER 25, 2023.**

A RESOLUTION authorizing the Finance Director/Treasurer to compensate Heather Burke interim pay for her service to the City as Business Manager of the Department of Public Works from March, 2023 to August 18, 2023.

WHEREAS, the Business Manager position, a “step 15” position, became vacant on August 26, 2022; and

WHEREAS, Heather Burke assumed the role on August 21, 2023; and

WHEREAS, from August, 2022 to August, 2023, Heather Burke, a “step 9” employee assumed some of the additional responsibilities, in the interim as Director Biebel decided whether to fill the Business Manager position or not; and

WHEREAS, Sheboygan Municipal Code (“SMC”) § 18-74(a) allows an affected department head and the Director of Human Resources and Labor Relations to recommend to the City Administrator that an appropriate subordinate, nonrepresented employee fill a vacant position temporarily and that if the subordinate employee is in a lower salary grade while serving on an acting basis, the employee “shall receive additional compensation for the additional work assigned;” and

WHEREAS, SMC § 18-74(a) provides further that the acting employee shall be compensated with “an increase of ten percent” when acting in full capacity or at a “reduced amount” “for limited acting duties or when partial duties are assigned” and that such compensation shall be issued “after a replacement starts in the form of a lump-sum for all acting time;” and

WHEREAS, the Director of Human Resources and Labor Relations has calculated Ms. Burke’s acting pay would total \$2,733.12; and

WHEREAS, in the absence of a City Administrator, the Common Council has declared that the Common Council be the one to approve this request.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director is hereby authorized to compensate Heather Burke for her service to the City as Business Manager prior to assuming the role.

BE IT FURTHER RESOLVED: That the Finance Director is authorized to draw funds sufficient to effectuate this resolution from Account No. 101310-510110 (General Funds – Public Works Admin. – Full-Time Salaries).

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

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Presiding Officer

Attest

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Ryan Sorenson, Mayor, City of  
Sheboygan

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Meredith DeBruin, City Clerk, City of  
Sheboygan