

III

Res. No. 126- 22 - 23. By Alderpersons Felde and Filicky-Penesky.
January 16, 2023.

A RESOLUTION authorizing the Finance Director/Treasurer to compensate Sara Kleinhans interim pay for her service to the City as payroll administrator from October 29, 2022 to December, 24, 2022.

WHEREAS, the payroll administrator position, a "step 12" position, became vacant on October 28, 2022; and

WHEREAS, the payroll administrator position was filled on December 25, 2022; and

WHEREAS, from October 29, 2022 to December 24, 2022, Sara Kleinhans, a "step 11" employee assumed full payroll administrator responsibilities, in the interim, in addition to her normally assigned duties; and

WHEREAS, Sheboygan Municipal Code ("SMC") § 82-57(a) allows an affected department head and Director of Human Resources and Labor Relations to recommend to the City Administrator that an appropriate subordinate, non-represented 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 § 82-57(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 Finance Director has calculated Ms. Kleinhans' acting pay would total \$870.72 as 10% of \$8,707.20; and

WHEREAS, if the compensation is paid by the end of January, the City will not incur a late reporting penalty from Wisconsin Retirement System ("WRS"); and

WHEREAS, suspension of the rules and immediate adoption is desired to save the City from needing to pay a late reporting penalty to WRS and to save the staff time necessary to process the late expense report; and

WHEREAS, because throughout the acting period, the positions of City Administrator and Human Resources Director were vacant, staff believes that Common Council approval is appropriate for this request.

NOW, THEREFORE, BE IT RESOLVED: That the Finance Director is hereby

Suspend Rules
Adopt Res.

authorized to compensate Sara Kleinhans for her service to the City as interim payroll administrator from October 29, 2022 to December 24, 2022.

BE IT FURTHER RESOLVED: That the Common Council thanks Ms. Kleinhans for her service to the City.

BE IT FURTHER RESOLVED: That the Finance Director is authorized to withdraw funds sufficient to effectuate this resolution from Account No. 101150-510110 (General Fund - Finance - Full-Time Salaries).

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor