



Office of the City Attorney

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Memorandum

May 4, 2016

To: Donna Whalen, HR Committee
From: Brian Running
Re: Making Anne Full-Time

I request that Anne Iselin be changed to full-time and be made eligible for health and dental insurance. This request is based on the fact that Anne presently works more than 29 hours per week that her salary is based on. Her average work week so far in 2016 is 31.37 hours, so in fairness her pay should be based on the time she actually works. Rich Abbott has pointed out that once an employee passes the 30-hour-per-week threshold and becomes eligible for insurance benefits, the majority of the budget hit is realized in the insurance, and there's little reason then not to make the employee full-time.

If Anne became full-time, she would be available for work other than her duties as municipal court prosecutor, and I could improve project turnaround times in the office.

After Maria Schlechta's retirement last November, I waited to see how we got along with only one support person before deciding whether to replace her. Other than the occasional gap in phone coverage, we are doing fine, so I have decided not to replace Maria. This frees up Maria's total compensation package of a little more than \$31,000. Anne being made full-time should not have any adverse effect on my department budget for 2016, and in future years will result in a \$19,290.63 per year net increase, based on 2016 payroll figures.

The B-16 staffing resolution will have to be adjusted for the removal of part-time Maria and bumping Anne to full-time. I'll trust you to take care of the details of doing that.