



Office of the City Attorney

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Memorandum

TO: Ald. J. Francoeur, Chair, Human Resources Committee
Donna Hyland Whalen, Human Resources Manager

FROM: Julie M. Gay, Assistant City Attorney

DATE: July 16, 2014

RE: Vacation Accrual

I request that the Human Resources Committee consider increasing my vacation accrual given the circumstances of my tenure of employment with the City of Waukesha. Currently, I accrue vacation at a rate of 6.67 hours per month, which is the proportionate accrual for a part time individual employed by the city for 13 years. Because I have been continuously employed by the City for more than 23 years, I respectfully request that I accrue vacation time at a rate of 10.42 hours per month (the proportionate accrual for my part time position).

I began employment with the city in January 1991 as a regular, salaried part time employee. Within a year, my status changed to that of an "independent contractor". My hours, responsibilities and salary remained the same despite the change in status. In mid-2001 my status reverted to that of a regular, part time employee. Again, my hours and responsibilities remained the same.

My current vacation accrual is based on the 13 years of employment since the last change to my employment status in 2001. Because I have worked continuously for the City of Waukesha since 1991, have always kept regular hours and worked at City Hall under the direction of the City Attorney. I believe it appropriate to adjust my vacation accrual to acknowledge all the years of my employment with the City.

In conclusion, I respectfully request consideration of an increase in my vacation accrual to reflect my 23+ years of employment.

Your consideration is most appreciated.

JMG/ms