



MAYOR & COUNCIL COMMUNICATION

DATE: January 5, 2016
CONSENT
ITEM 8
MOTION

AGENDA ITEM: Approve Conversion of Part Time Contractor to Part Time Employee

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Cathy Bendel, Finance Director

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemCity Clerk
- Report/Presentation..... City Clerk
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: City Clerk

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: To approve the HR Committee recommendation to convert the part-time employee in the Accountant position from a contractor to a part-time employee.

LEGISLATIVE HISTORY: There have been a number of changes to the FLSA laws and one relates to the use of contracted employees. The HR Committee reviewed all contractors to determine if the City is at any risk of not being in compliance with current FLSA laws. Their recommendation was that Patty Baker, the part-time Accountant for the City should be reclassified to an employee.

BACKGROUND INFORMATION (SWOT):

Strengths	Patty has been working for the City for 2 years and is a strong resource for the City Staff.
Weaknesses	None
Opportunities	Patty can cover many functions within the Finance Department and is an invaluable resource to the Finance Director and City Management. She also backs up the front desk and building department as needed.
Threats	Potential non-compliance with current FSLA laws.

RECOMMENDATION: Staff recommends moving ahead with conversion of the part-time accountant position from a contractor to an employee status effective 1/1/2016.

ATTACHMENTS:

None