

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#7a

Date: 04/23/20Weekly Agenda Date: 04/28/20**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Auditor Pat Gill**WORDING FOR AGENDA ITEM:**Consideration of vacation payout due to extenuating circumstances**ACTION REQUIRED:**Approve Ordinance ☐Approve Resolution ☐Approve Motion ☒Public Hearing ☐Other: Informational ☐Attachments ☐**EXECUTIVE SUMMARY:**

In summary, Michelle is requesting a vacation payout of 60.11 hours due to the extenuating circumstances of being project manager for the Tyler project during the last year in addition to the absence of her payroll/AP clerk for 4 of the last 12 months. These circumstances have not allowed Michelle to use her vacation and will lose 60.11 hours as of 05/01/20.

BACKGROUND:

Michelle Skaff has an anniversary date of 05-1. Due to taking on extra responsibilities of being the county's project manager for the Tyler project she has been unable to use all of her vacation time for the period of 05-01-2019 thru 04-30-2020. During the May - September 2019 timeframe, Michelle worked outside of the routine hours and came in on several week ends to make sure that the project was a success. From Oct-Dec 2019, due to a medical absence, Michelle managed the day to day operations of payroll and account payable which is normally performed by the clerk. Again in April 2020, Michelle is managing the day to day operations of payroll and accounts payable due to a medical absence. Michelle also is handling a few smaller parts of the Tyler project that are in progress, such as the new Executime time card system and setting up the Tyler Content Management scanning system.

FINANCIAL IMPACT:

\$2,244.05 earnings + \$171.67 benefits
To be paid out of Auditor Admin budget.

Also to note -- the funds are available due to the no pay status if the clerk, so the funds would be expended from the personnel portion of the budget and not add any additional expenses to the personnel expenses. Calculations show that there will be a \$4,184.87 excess in the personnel budget at the end of this fiscal year, primarily in the expense line of organized employees that provides the pay for the Clerk II position.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☒

RECOMMENDATION:

Approve motion.

ACTION REQUIRED / PROPOSED MOTION:

Approve motion to payout 60.11 hours of vacation to Michelle Skaff at her hourly rate on the payroll date including 05-01-2020.