

**TO: MAYOR AND CITY COUNCIL**  
**FROM: LANELL ENDRES, INTERIM CITY ADMIN/FINANCE DIRECTOR**  
**SUBJECT: PERSONNEL COMMITTEE RECOMMENDATIONS**  
**MEETING DATE: JULY 17, 2018**

### **BACKGROUND**

The Personnel Committee recently met and discussed two items regarding city staff. The first item was regarding an employee that is filling in for another employee during an extended absence. This employee will be responsible for the majority of the duties of the other employee during the absence. In recognition of the increased duties and work over and above her normal duties for an extended period, the Personnel Committee is recommending the Council approve granting Sara Peer an additional three days of vacation for 2018.

The second item was regarding an employee that took on extra duties and assisted the Interim Public Works Director during the vacancy of the Public Works Director position. In recognition of the extra duties and work over and above her normal duties for an extended period, the Personnel Committee is recommending the Council approve granting Aftin Otto an additional three days of vacation for 2018.

The City has previously taken similar action in awarding employees vacation while covering for others for an extended time.

### **REQUESTED COUNCIL ACTION**

Staff respectfully requests Council approval of the recommendations made by the Personnel Committee as stated.