

City of Bethel Action Memorandum

Action memorandum No.	18-72		
Date action introduced:	November 27, 2018	Introduced by:	Vice-Mayor Williams
Date action taken:	November 27, 2018	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	KM		

Approving the Amended Employment Agreement for the Part Time Assistant City Clerk Position.

Route to:	Department/Individual:	Initials:	Remarks:
	City Manager		
	City Attorney		

Amount of fiscal impact:	Salary \$17,681 - The funds are budgeted in 10-52-501.
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The City of Bethel has established an Employment Agreement for the Part Time Assistant City Clerk position as the position is unlike any other position within the City's employment make up. The position, which falls under the direction of the City Clerk is considered a confidential position, meaning the position works with documents and information directly related to the management's position on collective bargaining. With this, the City has received an exemption from the Union for this position to fall under the Union detail. Additionally, Title 3 of the Bethel Municipal Code is in place for personnel that fall outside of the Collective Bargaining Unit (Union) however, the annual and sick leave accrual is determined to be too high for the number of hours associated with the position:

Part-time Employees

0-2 Years of Service

Annual Leave: 6 hours a month

Sick Leave: 8 hours a month

2-5 Years of Service

Annual Leave: 8 hours a month

Sick Leave: 8 hours a month

The solution was to establish an agreement that would detail benefits appropriate for the position and the number of hours allocated for the position, which was initiated in 2014.

While many of the terms from the initial agreement from 2014 are still in place, the Council increased the number of hours per week associated with this position from 12 to 18 in Fiscal Year 2017. An amendment to the agreement was facilitated as the agreement between the employee as required by Section 3 of the agreement.

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The agreement between the current employee and the City expires in January 2019, the City Clerk's Office is looking for an update to the Agreement to:

- Change the number of hours from 14-18 as approved by the budget.
- Increase the number of hours for leave accrual from 5 hours a month to 6 hours a month to align with the increase in the number of work hours per week.
- Amend the standards for the employees annual increase from satisfactory to Very good to excellent.

While the individual in the position has been with the City for a few years, if the agreement is terminated between the current employee and the City, the Agreement would revert back to the original starting hourly rate of \$17.18 with the new employee, all other terms approved by the Council would stay the same.