

RESOLUTION NO. -12

**RESOLUTION TO APPROVE STAFF COVERAGE DUE
TO CRITICAL NEED IN CITY CLERK'S OFFICE**

WHEREAS, There is a critical need to provide staff coverage in the City Clerk's Office for an extended period of time due to a family medical emergency, and

WHEREAS, The Foley Council desires to make certain personnel changes in order to provide staff coverage of the City Clerk's office during this unanticipated emergency.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: Authorizes an ordinance to be done to appoint current employee, Joe Bouzan, as *Alternate City Clerk*. The *Alternate City Clerk* will provide signatory services only and the other duties of the City Clerk's office will be picked up by other current Administrative Staff.

SECTION 2: Authorizes the new *Economic Development Assistant* position to begin the pay period beginning Tuesday, December 4, 2012 instead of the pay period beginning March 26, 2013 as currently stated in the FY13 budget. Also authorizes a lateral transfer of employee #01-0539 (who is currently performing some of the work) out of the *Administrative Clerk II* position and into the *Economic Development Assistant* position at the same rate of pay as is currently in effect. However, the employee will remain in the Administration Department to help cover the City Clerk duties until such time that an *Assistant City Clerk* can be hired and trained.

SECTION 3: Authorizes converting the then vacant position of *Administrative Clerk II*, currently a Grade 6 (annual salary \$33,386), to a new position of *Assistant City Clerk* at a Grade 7 (annual salary of \$36,691) due to the need for an increased skill set in that job and the requirement for the individual filling that slot to either have Municipal Clerk Certification, or, to obtain it within three years of hire date.

SECTION 4: Authorizes funding for the addition of temporary hourly staff at \$12.20/hour for eight weeks through January 28, 2013, at 20 hours per week (or not to exceed a total of 160 hours) to help support the City Clerk job functions.

SECTION 5: In accordance with Personnel System Policy §6.2, authorizes temporary

promotion pay at a rate increase of \$1.168 per hour for employee #01-0539 who is currently performing the City Clerk duties in the Clerk's absence, for an estimated time frame of eight weeks and/or 320 hours.

SECTION 6: To support the above action, this resolution authorizes an allocation of funds in the total amount of \$14,142.00 as follows:

Salaries Account #01-620-1010	\$10,494.00
Part-time Salaries Account #01-620-1011	\$1,952.00
Payroll Tax Expense Account #01-620-1030.....	952.00
Retirement Expense Account #01-620-1050.....	744.00
TOTAL ALLOCATION	\$14,142.00

SECTION 6: This Resolution shall become effective immediately upon its adoption as required by law.

PASSED, ADOPTED AND APPROVED THIS 3rd DAY OF DECEMBER, 2012.

John E. Koniar, Mayor

ATTEST:

Vickey Southern, CMC
City Clerk