SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-G**

FROM: Steve Mack, General Manager

Meeting Date : March 6, 2014

SUBJECT: APPROVAL OF AMENDMENT TO ADMINISTRATIVE MANAGER CONTRACT

RECOMMENDED ACTION: Approve Resolution 14-04 which authorizes the General Manager to sign an amendment to the employment contract with Julie Kenny, Administrative Manager to allow her to go to 80% of full time employment.

FISCAL IMPACT: A savings to the District of approximately $24,700 **.**

DISCUSSION:

Administrative Manager Julie Kenny has asked to go to 80% of full time employment with the District. She has agreed to make this position a salaried position (it is currently hourly and eligible for overtime which is regularly used for the monthly Board meetings) and has asked that in return the District fund her health care at 85%. All other cost items and leaves with the exception of administrative leave would be prorated at 80%. Funding of the healthcare at 85% is a good trade for the extra time of Board meetings and for the other extra work time Julie will undoubtedly incur.

This change has been discussed with affected staff and there is general agreement that this will work fine. Staff recognizes that this move would result in more times when District telephones would be forwarded to voice mail and there will be some additional time when the office is not open, but the latter situations should only occur in unusual situations such as office staff sickness and/or vacations.

I recommend approval.