



Agenda Item 6-E
 Approvals: [Signature]
 City Manager [Signature]
 Dept. Head _____
 Attorney _____
 Finance _____

AGENDA REPORT
SAN CLEMENTE CITY COUNCIL MEETING
 Meeting Date: March 5, 2013

Department: Public Works / Maintenance Services Division
Prepared By: David Dendel, Maintenance Services Manager

Subject: *REQUEST TO AUTHORIZE A LIMITED TERM, BENEFITED POSITION.*

Summary: Staff is requesting that the City Council authorize a limited term, benefited position to fill a temporary vacancy within the Maintenance Services Division. The temporary vacancy of a Senior Facilities Maintenance position is due to an employee who has been out because of an extended illness. The illness involves a long-term recovery and the physician has prescribed that the employee remains off work until October 2013.

A part time employee has been hired to "fill the gap" during this time period. This part time individual has proven to be an excellent employee. We wish to encourage him to stay with our City team while we monitor the progress of the employee that is recovering from illness. The temporary employee is currently being paid a non-benefited hourly rate. Staff recommends converting this appointment to a limited term, benefited position.

Staff has conferred with Human Resources, Finance and with the Public Works Director regarding this subject. It has been collectively agreed that this is the best approach to retain this employee to continue providing quality facilities maintenance services.

The additional cost per pay period is approximately \$670. Between now and October this would equate to approximately \$12,000 additional cost above what has been budgeted for this position.

Recommended

Action: STAFF RECOMMENDS THAT the City Council authorize a limited term, benefit position (Senior Facilities Maintenance Specialist) from March 2013 through October 2013.

Fiscal Impact: Yes. The recommended action will result in an additional General Fund cost of about \$12,000.

Attachments: None.

Notification: None.

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