

Finance

February 11, 1992

To: Jim Hannah
From: Chief Morgan
Subj: Teresa Guy

*Jan 1st
Administering the Public Service
Worker Program & Data entry
Establishing a full-time position*

The above employee has been working for the police department for the past two years in a part time capacity as a data entry clerk. In January she took over the responsibility of administering the public service worker program, also a part time position. Between the two positions she is working a total of 40 hours per week, but is not receiving the benefits that a full time employee would receive. I have discussed this matter with the Mayor and Mr. Davis, and they advised that it would take council action to put her in a full time capacity. To do this I would recommend that the monies budgeted for her in the part time line item of the police department budget be transferred to the full time salaries line item and \$7705.~~00~~ be transferred from the public service worker account to cover the other half of her salary and benefits. Please review this matter, and if you concur I would ask that you bring it before the full Council.

Chief Morgan

Thank you,

John D. Morgan
John D. Morgan

\$ 35,000.00

List Dates

Part time salary line item