



MEMORANDUM

To: Personnel Committee
From: Peggy Steeno, ^{PS} Administrative Services Director
Date: July 30, 2014
RE: Enhanced Vacation Allowance – Public Health Director

I am pleased to announce Nancy McKenny as a finalist for the position of Public Health Director for the City of Menasha. Ms. McKenny's previous employment experience includes: Compliance Safety Officer for the Partnership Community Health Center, Director of Workforce Development for the State of Wisconsin, State Dental Hygiene Officer for the State of Wisconsin, Department of Health, and Instructor and Curriculum Writer for the Northeast Technical College, over the course of 24-plus years.

While the hiring for this position is a Mayoral appointment, City policy does require that the Personnel Committee and/or the Common Council approve any variation to the prescribed vacation allowance for new employees per the following language:

- An enhanced vacation allowance may be necessary for new employees. Any enhanced vacation offer must be approved in advance by the City's Personnel Committee and/or Common Council.

By way of details, per the City's Personnel Policy Handbook, a new, non-represented, regular, full-time employee is entitled to ten (10) days of vacation per year after one year of service. Because our finalist is a seasoned professional, with considerable experience in the Public Health field, there is a request for an enhanced vacation allowance as follows:

- Up to one week of vacation to be available for use in 2014, and
- Fifteen (15) days of vacation annually.

Please let me know if you have questions or would like additional information in advance of the Personnel Committee Meeting on Monday.

Requested Motion: Approval of an enhanced vacation allowance, as outline in this memo, for the upcoming Public Health Director hiring.