



## MEMORANDUM

To: Personnel Committee

From: Peggy Steeno, Administrative Services Director

Date: June 27, 2016

RE: Enhanced Vacation Allowance – Community Development Director

I am pleased to announce David Buck as a finalist for the position of Community Development Director for the City of Menasha. Mr. Buck's previous employment experience includes: Principal Planner (and previously Zoning Administrator) for the City of Oshkosh (~10 years), Planner II / Zoning Specialist for the City of Green Bay (~5 Years), and Planner for the Village of Barrington (IL) (~3 Years), over the course of his 18-plus year career to date.

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 Community Development field, there is a request for an enhanced vacation allowance as follows:

- Up to eight (8) days of vacation to be available for use in 2016, and
- Fifteen (15) days of vacation annually, beginning in 2017.

Please note that this is a similar request to other recent department head hirings.

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

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