



HUMAN RESOURCES DEPARTMENT

City of Burlington

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TO: City Council

FROM: Stephanie Reid, Interim Human Resources Generalist
Susan Leonard, Human Resources Director

DATE: July 11, 2013

RE: Communication – Step placement for Meghan Sweeney, Office Assistant II Fire

We respectfully bring forth a communication from Business Manager, Burlington Fire & Police Departments, Lise Veronneau, that Meghan Sweeney, Office Assistant II be considered for step-placement. This request is pursuant to the City of Burlington Comprehensive Personnel Policy, Section 5.4 Compensation Plan, subsection a. Placement, which states: “To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of years of experienced required in the position description) may be converted to additional steps at a 2:1 ration, up to a maximum of step seven (7)”.

The required minimum qualifications for the position are two (2) years of experience in an office environment and an Associates Degree. Ms. Sweeney possesses a Bachelor of Science Degree in Social Work and 8 years experience, as well as one year of City work as an Emergency Communications Specialist for the Police Department.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington’s Comprehensive Personnel Policy Manual, Ms. Sweeney is eligible for placement at a step three (3). This equates to a salary of \$36,139.14 per year. This annual amount is derived from the FY13 AFSCME Pay scale. If a 2% COLA, as proposed for FY14, is applied, the annual amount increases to \$36,861.92. This request does not represent a change to the organizational chart for the department.

Based on the Business Manager’s request, pursuant to Section 5.4(a) of the City of Burlington’s Comprehensive Personnel Policy Manual, which states: “Upon placement of an employee, a communication shall be sent to the City Council detailing the placement”, and with Mayoral and HR Director approval to place Ms. Sweeney at a step three (3), grade twelve (12) to take effect immediately following approval. This does represent the first placement under the new policy adapted April 18, 2013.