



Town Administrator's Office

343 Highland Road, Tiverton, Rhode Island 02878 (401) 625-6710

Memorandum

Date: July 18, 2018

To: Town Council

From: Jan H. Reitsma

RE: Executive Assistant Contract Extension and Fiscal Impact

This is a request to approve an amendment to the employment agreement with Mary Lou Sullivan, to provide a 2.5% salary increase for what will be the third year of her current contract. The additional cost was anticipated in the FY19 budget and is as follows:

- Salary Increase: \$1,112
- FICA increase: \$ 85
- Employer contribution to MERS increase: \$ 36

Therefore, the fiscal impact of this contract renewal will be \$1,233.

It is important to note that the Town of Tiverton does not have a human resources staff person. Payroll, benefits and various labor law compliance efforts are jointly managed by the Administrator and the Treasurer (through the payroll clerk). Mary Lou Sullivan bears the entire burden of documentation and file management, and because she continues to be very attentive to detail, she is managing a good deal of financial and legal risk faced by the Town.

Her work is done in addition to the typical duties of an executive assistant in the Administrator's office, including preparation of budget books, day to day work flow management, and, frankly, getting first exposure to every caller or visitor to the office, who (generally speaking) are often upset. Mary Lou performs these tasks with the highest degree of professionalism, and her competence as a truly executive assistant is important to my ability to do my job. Her service is appreciated and valued by all and the cost well worth it.

Accordingly, I recommend and respectfully request approval of this contract amendment.

cc: Treasurer