



Town Administrator's Office

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

Memorandum

Date: July 21, 2016
To: Town Council
From: Matt Wojcik 
RE: Fiscal Impact Statement for Executive Assistant Contract Renewal

If the Town's contract renewal with Mary Lou Sullivan is ratified, it includes a 2% salary increase for the current year of her employment, the following items are additional costs incurred as a result:

- Salary Increase: \$ 837
- FICA increase: \$ 64
- Employer contribution to MERS increase: \$ 27

Therefore, the fiscal impact of this contract renewal would be \$ 928.

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 is very attentive to the details, she is managing a good deal of financial and legal risk faced by the Town.

This 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. The service is appreciated and valued and the cost well worth it.

Therefore, I recommend and respectfully request this contract renewal.

cc: Treasurer