



MEMORANDUM

November 25, 2013

TO: Board of Mayor and Alderman

FROM: Eric Stuckey, City Administrator
Vernon Gerth, ACA Community & Economic Development
Shirley Harmon, Human Resources Director
Lisa R. Clayton, Parks Director

SUBJECT: Personnel Change from Seasonal Employees to Full-Time Employment

Purpose

The purpose of this memorandum is to provide the Board of Mayor and Alderman (BOMA) is request the hiring of two full-time Parks Department employees in the place of hiring three seasonal workers due to the changes within the Reform Act.

Background

In the fiscal budget of 2013-14, the Parks Department has three seasonal employees budgeted for the landscaping division. Seasonal workers have always been used within the Parks & Recreation field due to an increase in work through certain “seasons” times for the year. The seasonal employees generally are allowed to work a maximum of 1,500 hours with no benefits. The employment for each seasonal employee returning on a yearly basis was with a minimum of (3) three months hiatus from the position. The department budgeted to hire (18) eighteen seasonal workers within seven different divisions.

Since October 15, 2013, the new requirements have been implemented regarding benefit eligibility but not without some consequences. The Parks Department is only allowed under the new guidelines to work “seasonal” employees for a specific period from “March – November” which is typically the months recreational activities start and finish, i.e. spring baseball through fall football. However, the large portion of work for the department in divisions that do not fall within the new criteria is the Tree Workers and Landscape Workers. The majority of work for these two divisions takes place in the fall through winter and early spring. Routine maintenance of existing plant material and projects take place during the summer or what the Reform Act calls “recreational” timeframe. Therefore, the department is proposing the following:

<i>Franklin Parks Department Landscape Worker</i>					
<i>Seasonal Worker Personnel Cost</i>		<i>2-Full-Time Employee(s) Personnel Cost</i>			TOTAL SALARY
Landscape Worker (Seasonal)	\$ 20,708.00	Landscape Worker (Full-Time)	\$ 27,640.00	Plus Benefits =	\$ 43,574.00
Landscape Worker (Seasonal)	\$ 20,708.00	Grounds Worker (Full-Time)	\$ 27,640.00	Plus Benefits =	\$ 43,574.00
Landscape Worker (Seasonal)	\$ 20,708.00	TOTAL	\$ 55,280.00		\$87,148.00
TOTAL	\$62,124.00		total salary w/out benefits		
2014-15 Fiscal Year Total		Half Fiscal Year (12 pay periods left in FY 2014)			TOTAL SALARY
(2) Full-Time Cost	\$ 87,148.00	(1) Full-Time Cost	\$ 13,820.00	Plus Benefits =	\$ 21,787.00
(3) Seasonal Cost	\$ 62,124.00	(1) Full-Time Cost	\$ 13,820.00	Plus Benefits =	\$ 21,787.00
Difference	\$25,024.00	TOTAL	\$ 27,640.00		\$43,574.00
			total salary w/out benefits		



MEMORANDUM

Financial Impact

For the remainder of the current fiscal year, the total budget impact would be \$25,024.00. The Parks Department has existing funding within current budget to absorb the additional cost. The new fiscal year budget for 2014-15 will be a total amount of \$87,148. The current personnel chart has one (1) Grounds Worker full-time unfunded and two (2) full-time Landscape Workers. The Department is requesting to fund the Grounds Worker position and add one new full-time Landscape Worker position. These two changes would bring the total full-time position to 34 and 15 part-time.

The full-time Grounds Worker would work within the Landscaping Division in the off-season and return to the Grounds Division once the mowing season begins. Both divisions work under the direction of the Grounds & Landscaping Foreman.

Recommendation

Approval of the proposed staffing changes is recommended to enhance overall service and is supported by savings within these divisions.

City of Franklin 2014-2015 Fiscal Year Budget General Fund - Parks Personnel by Position							
Position	Pay Grade	FY 2014		Not Funded	UDATED FY 2014		Not Funded
		Full-Time	Part-Time		Full-Time	Part-Time	
Parks Director	L	1	0	0	1	0	0
Facilities Superintendent	H	1	0	0	1	0	0
Parks & Recreation Superintendent	G	1	0	0	1	0	0
Athletic Foreman	F	1	0	0	1	0	0
Grounds & Landscape Foreman	F	1	0	0	1	0	0
Facilities Foreman	F	1	0	0	1	0	0
Programming Coordinator	E	1	0	0	1	0	0
Arborist	E	1	0	0	1	0	0
Research & Planning Specialist	E	1	0	0	1	0	0
Athletics Crew Chief	E	1	0	0	1	0	0
Grounds Turf Crew Chief	E	1	0	0	1	0	0
Landscape Crew Chief	E	1	0	1FT	1	0	1FT
Maintenance Crew Chief	E	1	0	0	1	0	0
Program Specialist	D	1	1	1 PT	1	1	1 PT
Admin Assistant	D	1	0	0	1	0	0
Equipment Operator	D	0	0	0	0	0	0
Inventory Specialist	D	1	0	0	1	0	0
Maintenance Worker	C	3	0	0	3	0	0
Athletic Workers	B	5	2	1 FT	5	2	1 FT
Athletic Turf Worker	B	0	0	0	0	0	0
Tree Worker	B	0	1	0	0	1	0
Facilities Worker	B	3	4	0	3	4	0
Grounds Worker	B	4	6	1 FT	4	6	0
Landscaping Worker	B	2	3	0	3	0	0
Intern	---	0	1	0	0	1	0
TOTALS		33	18	4	34	15	3