
CITY OF AUBURN - DEPARTMENTAL CORRESPONDENCE

MEMO DATE: JULY 6, 2016
FROM: TOM BEROLA
RE: ADMINISTRATION COMMITTEE MEETING

There will be an **Administration Committee Meeting** on **Monday, July 11, 2016 at 6:00 p.m.** in the Council Chambers for the purpose of discussing the following items:

1. Holiday Pay for FT and PT employees
2. Retro-active payment of part time staff for holiday worked – including penalties imposed to resubmit State, Federal, and unemployment quarterly reports
3. Time Card Concerns
4. Time Card Policy
5. Union position on time sheets
6. Time card machine and date stamp
7. Overtime reports from department heads and payroll exception report from office manager
8. Ending straight pay for department head
9. Executive session