




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 4, 2022

To: Terrence D. McCracken, Secretary to the Authority

From: Joyce Tomaka, Chief Financial Officer 

Subject: Vacation Time for Cash Managers

As part of the recruitment process, we discussed the possibility of requesting a one-time vacation credit of 10 days. As you are aware, we recently hired two Cash Managers – Jessica Brown on June 6, 2022 and most recently, Maria Harris on October 31, 2022. To date, no accommodation has been made to provide additional vacation time to these two employees.

Cash Managers are in grade 28E and do not benefit from Section 3 in Policy 41 – Vacation Policy and Procedures – which provides additional vacation time for salary grade 30E and above. I support the need for this additional time given their prior experience and background. Please consider a request of a one-time vacation credit for both Cash Managers at the next Board Meeting.

Thank you.

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract:	Project No.:
Project Description: <u>Additional Vacation Time for Two (2) New Employees</u>	

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Vacation Time for Two (2) New Employees</u>			

Action Requested:

<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Vacation Time for Two (2) New Employees</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Director of HR	<u>Jennifer Hibit</u>	Date: <u>11-7-2022</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>Russell J. Fiedel</u>	Date: <u>11/7/2022</u>
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Comptroller	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Oppe John</u>	Date: <u>11/07/2022</u>
<input checked="" type="checkbox"/> Legal	<u>[Signature]</u>	Date: <u>11/7/2022</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>11/7/22</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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