



Legislation Details (With Text)

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Title: Discussion and action on full time position for Palace Theatre

Sponsors: Marketing Department, Palace Department

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Date	Ver.	Action By	Action	Result
3/14/2017	1	City Council	approved as recommended	Pass
3/7/2017	1	Work Session	discussed	

Discussion and action on full time position for Palace Theatre

SUMMARY:

Palace Administrator Ronny Hill would like Council to approve a full-time position for the Palace Theatre.

The only full-time position is the Administrator. The Palace has three part-time positions; with one of those being vacant at this time. Ronny would like to eliminate the vacant, part-time position and replace with a full-time position. Having one other full-time employee within the department would allow for a more flexible schedule. There is an approved number of staff for each department. In order to add an employee, with any benefits, Council needs to approve. Although this request will not add to the number of staff members, it does bring the addition of benefits.

Part-time

- Starting rate of pay for a part-time employee with the Palace is \$10.61/hour.
- Maximum of 30 hours to be worked in one week.
- Maximum annual earnings = \$16,551

Full-time

- Starting rate of pay for a full-time employee is \$10.61/hour.
- Annual salary = \$22,065.97.
- When estimating an employee cost we always figure on the high side in regard to benefits (family packages).
- With the addition of health package, probationary increase and retirement contribution the total employee cost to City, for this position, is approximately \$39,900.
 - If estimating on the low side (individual packages), the total cost of employee is approximately \$31,000.

Ronny confirms that his budget for remainder of fiscal year can accommodate the salary and benefit cost should a full-time employee be hired within the next month. An employee has to be employed with us for a full 30 days, and the benefits can start on the 1st of the month following that 30 days. (April 3 start date; June 1 benefit date) Retirement and probationary increase would not fall within this fiscal year.

BUDGET ACCOUNT: No budget amendment would be necessary.

NECESSARY COUNCIL ACTION:

Approve the elimination of part-time position; to be replaced with a full-time position.