

## **RESOLUTION**

**WHEREAS**, current City policy requires all requests to fill vacant budgeted positions be reviewed by the Vacancy Review Committee for authorization to fill, and

**WHEREAS**, the process to fill vacant positions was further updated by Resolution 2012-11-028, and

**WHEREAS**, currently the Director of Human Resources is required to ascertain the appropriate position classification and wage level of each vacant position before making a recommendation to the Vacancy Review Committee regarding the filling of a vacant budgeted position, and

**WHEREAS**, it is in the best interest of the City to reduce the ministerial functions of elected City council members so that their time can be best spent on public policy issues.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of La Crosse that effective August 9, 2013 the Vacancy Review Committee be abolished.

**BE IT FURTHER RESOLVED** that the approval process to fill vacant budgeted positions be placed upon the office of the Mayor, who may delegate the review process to the Human Resources Department.

**BE IT FURTHER RESOLVED** that the following procedure to fill vacant positions shall be effective August 10, 2013:

1. *The Request Form:* Department Head, after verifying the position has been approved in the annual operating budget, and has determined a need to fill the position, may request to fill the vacancy, and if applicable, any vacancy which would result due to promotion or transfer to the said vacancy, by completing and submitting the vacancy request form(s) to the Human Resources Department. Said form(s) shall be maintained and modified by Human Resources as needed.
2. *Human Resources Recommendation:* The Director of Human Resources shall ascertain the appropriate position classification and wage level, and make a recommendation to the Mayor regarding the filling of the vacant budgeted position.
3. *Mayor Determination:* Mayor shall review the request to fill and make a determination to fill as requested, fill with modifications, deny or hold over for further consideration. If the request is approved, the Director of Human Resources may immediately begin the hiring process. If the request is approved with modifications, denied or held over for further consideration, the Department Head may request the Director of Human Resources take the vacancy to the next Finance and Personnel Committee for final review.
4. *Finance & Personnel Committee Determination:* The determination made by the Finance and Personnel Committee shall be to approve, approve with modifications, deny or hold over for further consideration. The Finance and Personnel Committee

determination shall serve as the final determination, and would supersede any determination issued by the Mayor.

**BE IT FURTHER RESOLVED**, that no further Common Council action is required under this resolution.

**BE IT FURTHER RESOLVED** that this resolution supersedes all previous resolutions on this matter.

**BE IT FURTHER RESOLVED** that the Mayor and Director of Human Resources are hereby authorized to take any and all steps necessary to effectuate this resolution.

## DEALING WITH VACANCIES

Department: \_\_\_\_\_ Department Head: \_\_\_\_\_

Vacant Job Title: \_\_\_\_\_ Position vacated by: \_\_\_\_\_

Job Description: \_\_\_\_\_

---

---

---

---

---

---

Date position became vacant/no longer on payroll: \_\_\_\_\_

Reason for vacancy: Retirement: \_\_\_\_ Resignation/Other: \_\_\_\_

Is the position needed to continue the mission of City? No \_\_\_\_ Yes \_\_\_\_ *If Yes, please continue.*

Describe the ramifications to the City if this position is not filled: \_\_\_\_\_

---

---

---

---

---

---

Can the job be done by others within the department or other departments? \_\_\_\_\_

If so, which duties can be performed by others? \_\_\_\_\_

---

---

---

---

---

---

Which duties cannot be performed by others? \_\_\_\_\_

---

---

---

---

---

---

Can the work be contracted out? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, what is the expected cost to contract out the services? \$ \_\_\_\_\_

If the position is not filled what savings will there be to the City?

Salary of incumbent (from last date on payroll through Dec. 31): + \_\_\_\_\_

Cost of Benefits (excl. H.I.) saved if not filled: + \_\_\_\_\_

Subtotal + \_\_\_\_\_

Expected OT \$ if position is not filled: - \_\_\_\_\_

Cost of contracted out services: - \_\_\_\_\_

**Net Savings to City** \$ \_\_\_\_\_

Other comments on filling or not filling the position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date \_\_\_\_\_

I request to fill this position.  Yes  No

**HR recommendation:**  *Approve as requested*  *Not Approved*  
 *Approved with modification:* \_\_\_\_\_  
Date to Mayor: \_\_\_\_\_  
**Recommendation of Mayor:**  *Approve*  *Not Approved*  
 *Approve with modification:* \_\_\_\_\_  
 *Hold for further review - until* \_\_\_\_\_ *(date)*

Department Head Request to take before the Finance and Personnel Committee  
Date Department Head notified Human Resources: \_\_\_\_\_  
Date of Finance and Personnel Committee: \_\_\_\_\_

**Finance and Personnel Committee Recommendation:**  
 *Approve*  *Not Approved*  
 *Approve with modification:* \_\_\_\_\_  
 *Hold for further view - until* \_\_\_\_\_ *(date)*