City of Stoughton

Additional Staffing Request Form

General Information

Date:	August 2022
Director:	AJ Gillingham
City Department:	HR/RM
Requested Position Title:	Admin
Status:	☐ 40 Hours ☒ 30 Hours ☐ 24 Hours ☐ 22.5 Hours ☐ Other _____

Directions:

Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.

The Employee Cost Summary will be completed by the Director of Human Resources & Risk Management once this form is received.

Justification

Give a specific explanation regarding why the proposed position is critical to the operation of your department: Attach proposed or existing position description and organizational chart.

The HR/RM Department is unable to keep up with the current workload. We are focused primarily on recruiting and BS&A entry. All other tasks fall second to the interview process. We are unable to keep up with tasks that are time sensitive such as WRS updates, rejection letters, CVMIC updates, DOT, SDS has not been touched in several years. We are not in a good position should we audited.

Impact

If position is not approved, give specific departmental impact as well as impact to City services and other departments:

With many of the tasks we could delay payment of benefits, be non-compliant should an audit occur etc.

Alternatives

List alternatives to filling this position: Give specific alternatives, i.e., restructure – attach additional documents, if necessary.

Continue to fall behind if additional hours are not granted.

Submitted By

Director:

AJ Gillingham

Signature: Click here to enter text.	**Date:** Click here to enter a date.

20 hours	$18							
					all hrs-at 20 hours no WRS benefit- addl cost due to 30 hr qualifier			
30 hours	ttl hours	Rate	TTL	FICA 7.65	WRS 30 hrs	ttl wages	WRS 6.5%	**Additional cost**
10 hrs/week	520	18	***9360***	***716.04***	1560 ttl hours for WRS	***28080***	***1825.2***	**11901.24**

Amanda

$1500 - Pre-empl. being removed

Supplies -