



# CITY OF GLENDORA

## Memo

To: Bob Blackwood, Interim Human Resources Director

From: Chris Jeffers, City Manager 

Date: February 23, 2012

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Attached please find statements of voluntary elimination by Department Directors of their Administrative Leave benefit found within their individual employment contracts. Under the authority granted to the City Manager in Section 2.09.060 of the Glendora Municipal Code, I am accepting these requests as amendments to the Employment Contracts of the individuals.

The following Department Directors have submitted this request:

La Shawn Butler – Community Services Director  
Josh Betta – Finance Director/City Treasurer  
Jeff Kugel – Planning & Redevelopment Director  
Robin Weed-Brown – City Librarian  
Dave Davies – Public Works Director  
Kathleen Sessman – City Clerk

This action will become effective on July 1, 2012 and is permanent. As you know, all Directors employed after 2010 are not eligible for Administrative Leave benefit, so Chief Castro did not have this benefit in his employment agreement. The Deputy City Manager for Administrative Services is currently vacant and is under evaluation for reclassification to a Director of Human Resources as part of a restructuring review now underway. With this action, Administrative Leave will no longer be a benefit offered to Department Directors.

The Department Directors once again have shown their willingness to assist the organization during the most trying times and highlights their leadership as individuals. I know the City Council and I are grateful for this group and the contributions they make.

Please place a copy of the confirmation notice and this memo in their personnel files. Also, please work with Josh to make the necessary notification needed for Payroll to carry out this action on July 1, 2012. Finally, please post this information on the city's website under the appropriate section dealing with the Department Directors contracts under the "Compensation and Financial Transparency".