

**BUDGET COMMITTEE**

**APRIL 16, 2004**

**REQUEST FOR ADDITIONAL FUNDS FOR PART-TIME STAFF**

(Referred from the Budget Committee Meeting of March 31, 2004)

The Budget Committee at its meeting of March 31, 2004 recommended:

That this matter be referred to the Budget Committee meeting of April 8, 2004, in order for staff to provide a further report regarding the feasibility of short-term disability coverage in situations of this nature.

**Recommendation**

The City Clerk recommends:

That the request for additional funds to cover a 4-6 month vacancy in the Clerk's department due to a medical leave of absence be considered in the 2004 budget process.

**Purpose**

To request additional funds to cover a 4-6 month vacancy in the Clerk's department due to a medical leave of absence.

**Background - Analysis and Options**

A staff person in the Clerk's department will be on a medical leave of absence for 4-6 months. This position provides Council secretariat services, involving attendance at meetings, preparation of agendas, minutes and related tasks and it is therefore necessary to fill the position with a part-time staff person for the duration of the absence. It is estimated that \$25,000 will be required for coverage of this position.

**Conclusion**

Staff is respectfully requesting that the request for additional funds be considered in the 2004 budget process.

**Attachments**

None

**Report prepared by:**

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