



CITY of NOVI CITY COUNCIL

Agenda Item K
December 17, 2012

SUBJECT: Approval of an Employment Agreement with Christina Salvatore for the Communications Coordinator position for the Community Relations Office and the Novi Public Library in the amount of \$38,000.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations *SW*

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	\$38,000
AMOUNT BUDGETED	\$38,000
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-295.00-705.000

BACKGROUND INFORMATION:

With the recent opening of the part-time City of Novi's Communications Assistant and a similar opening of the Marketing Coordinator position at the Novi Public Library, the opportunity presented itself to create a shared Communications Coordinator who will support both City and Library services. The Communications Coordinator will split time between the Community Relations office and the Library, 25 hours and 15 hours a week respectively. Similar to an agreement with SWOCC, whereby the City of Novi pays SWOCC quarterly for Video Production Specialist position, the Library will reimburse the City of Novi quarterly for 15 hours a week for the Communications Coordinator position. The sharing and coordination of this position will enhance communication between the Community Relations Office and the Library, eliminate replication of marketing efforts.

Following a competitive search and conducting Interviews, Christina Salvatore was identified to fill the Communications Coordinator position. A graduate of Madonna University with a Bachelor of Arts Degree in Public Relations and Journalism, Christina was a journalist for the Madonna Herald and performed her internship with The Henry Ford.

The City has utilized similar employment agreements with individuals in Parks, Recreation & Cultural Services. Human Resources and the City Attorney have prepared the Employment Agreement. The agreement provides a salary of \$38,000, five days' vacation, five personal business days, and eight sick days to start. Vacation would accrue in accordance with the language in the contract. The agreement does not provide medical or retirement benefits.

RECOMMENDED ACTION: Approval of an Employment Agreement with Christina Salvatore for the Communications Coordinator position for the Community Relations Office and the Novi Public Library in the amount of \$38,000.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				



MEMORANDUM

TO: CLAY PEARSON, CITY MANAGER
FROM: SHERYL WALSH, DIRECTOR OF COMMUNICATIONS
JULIE FARKAS, LIBRARY DIRECTOR
SUBJECT: SHARED STAFFING/COMMUNICATIONS COORDINATOR
DATE: DECEMBER 6, 2012

12/6/12
To: Mayor & City
Council Members
FYI

The City of Novi and Novi Public Library are known for seeking out and enhancing partnership opportunities, both within the community and across Departments. With the recent retirement of the part-time City of Novi's Communications Assistant and departure of the Marketing Coordinator at the Novi Public Library, the opportunity presented itself to create a shared Communications Coordinator who will support both City and Library services.

The Communications Coordinator will split time between the Community Relations office and the Library, 25 hours and 15 hours a week respectively, as a full-time contract employee. The Coordinator will work under the direction of the City of Novi Director of Communications and the Assistant Director of Public Services at the Novi Public Library.

The sharing and coordination of this position will enhance communication between the Community Relations Office and the Library, eliminate replication of marketing efforts on websites and Engage!, and provide greater support and resources to the entire Library team.

Similar to an agreement with SWOCC, whereby the City of Novi pays SWOCC quarterly for Video Production Specialist position, the Library would reimburse the City of Novi quarterly for the 15 hours a week for the Communications Coordinator position.

Interviews were conducted in late November and we anticipate bringing an agreement for consideration to City Council on December 17.

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on this ___ day of December, 2012, by and between the City of Novi, a Michigan municipal corporation (hereinafter referred to as "Employer"), and Christina Salvatore, (hereinafter referred to as "Employee").

WHEREAS, the Employer wishes to employ Employee and Employee wishes to enter into the employ of Employer under the terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of this mutual Agreement, the parties agree as follows:

1. Employer hereby employs Employee in the position of Communications Coordinator and Employee agrees to work for Employer, for an indefinite term beginning January 2, 2013.
2. Employee promises and agrees to devote conscientiously and exclusively during employment with the Employer the entire time, best efforts, skill, and attention to such duties as may be assigned by the Employer, including, but not limited to, the following duties: assisting with the development and implementation of strategic communication programs that enhance the image of the Library and City; work requires involvement in communications, report production and presentation, event planning, and customer service. Responsibilities include the planning, development and distribution of various publications and reports, planning and implementing marketing and public relations programs, responding to citizen concerns, organizing various events, assisting with Novi Youth Council, and working positively and collaboratively across departments. Employee will also require invention, imagination, originality and talent. This Agreement is non assignable by the Employee.
3. Employee agrees and understands that employment with the Employer, and the corresponding compensation and benefits, can be terminated with or without cause, and with or without notice at any time, at either Employee's option or the option of the Employer, it being mutually understood and agreed that Employee's relationship with the Employer is one of employment at-will and that no representative of the Employer has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the terms and conditions herein unless such agreement is in writing and signed by the Mayor and City Clerk.
4. Employer shall pay Employee an annual compensation of Thirty-Eight Thousand Dollars (\$38,000), less wage withholdings as required by law, in biweekly installments on regular City paydays. Employee's work week shall consist of 40 hours per week, however employee may be expected to work over the 40 hours during special events and/or programs. Employee shall not receive over time for any hours over 40. Said compensation will be reviewed annually and will be based upon the successful completion of a Performance Agreement, which shall be reviewed in connection with annual, or shorter in duration, previously discussed Department Goals and Objectives.

Performance reviews shall be between the Community Relations and Library Directors and the Employee. The first Performance Agreement shall commence within 90 days of the signing of this Agreement. Performance and/or salary reviews shall commence annually.

5. The Employer further agrees to provide Employee with five (5) days of paid vacation effective January 1, 2013. On January 1, 2014 Employee shall receive ten (10) days of paid vacation and thereafter awarded as follows:

a. On January 1 following the Employee's fifth year of employment - fifteen (15) days of paid vacation.

b. On January 1 following the Employee's tenth year of employment - twenty (20) days of paid vacation.

c. On January 1 following the Employee's sixteenth (16) year of employment - one (1) additional paid vacation day per year of employment up to a maximum of twenty-five (25) annual paid vacation days.

6. If Employee does not use all allowed annual vacation days, Employee may carryover the unused time to the next year, however, there shall never be more time in the vacation bank than the total of the previous year and the current year's total. Any vacation time not used that exceeds this two-year limit will be lost. Vacation time shall be scheduled through, and approved by, the Communications and Library Directors in advance. Employee shall be paid out for all unused vacation days remaining in the bank at the time of termination of employment to maximum of 25 days.

7. Employee shall receive five (5) personal business days effective January 1, 2013. Effective each January 1, thereafter, Employee shall receive five (5) personal business days. Personal business days shall be scheduled through, and approved by, the above-mentioned Directors in advance, if possible. Any unused personal business days at the end of the calendar year will be lost. Employee shall be paid for any unused personal business days upon termination of employment.

8. The Employer further agrees to provide the Employee with eight (8) paid sick days on January 1 of each year of employment. Thereafter employee shall receive eight sick days per year, to be used in cases of illness involving the Employee, Employee's spouse or Employee's child(ren), which must be approved by the Director of Human Resources. Sick days shall not roll over from year to year and no pay out of sick time shall occur at the time of termination. A Short Term Disability will be provided to employee for cases of illness or injury lasting more than 5 days.

9. Employee understands and accepts that they shall not be eligible to participate in the City's health care plan or pension plan or any other benefit unless set forth in this Agreement.

10. Employee may participate in the Deferred Compensation Plan, a voluntary retirement savings plan which is 100% employee paid. If employee elects to participate in such Plan, pre-tax contributions shall be deducted from employee's biweekly pay.

10. This Agreement contains the entire agreement between the parties as to the matters of which it pertains, and supersedes and annuls all other agreements, contracts, promises, or representations, whether written or oral. Each of the parties hereto further declares and represents that no promise, agreements or representations have been made in connection with this Agreement, nor have any promises, agreements, or representations been relied upon by either party in executing this Agreement, except as expressly set forth herein. Both the Employee and the Employer hereby declare have read this Agreement and hereby further declare and represent that they fully understand its terms and conditions.

11. This Agreement shall be interpreted and governed by the laws of the State of Michigan.

12. Employee hereby represents and warrants that he/she has no agreement with, or obligations to, any other person, firm, partnership, corporation, or other entity that is in conflict with this Agreement.

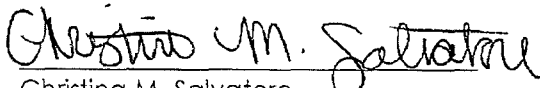
13. This Agreement shall be binding upon the parties hereto, their heirs, successors, and assigns. If any part if provision of this Agreement shall at any time be held to be contrary to law by a court or tribunal of competent jurisdiction, such paragraph shall be void or modified, as ordered by such court. However, all other paragraphs and provision of this Agreement shall continue in full force and effect.

IN WITNESS THEREOF, the parties hereto agree to the Employment Agreement as set forth above.

CITY OF NOVI,
A Michigan municipal corporation

By: Robert J. Gatt
Its: Mayor

By: Maryanne Cornelius
Its: City Clerk



Christina M. Salvatore
Its: Employee