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October 19, 2017

The Honorable Mayor Devine and Common Council Members
City of West Allis
7525 West Greenfield Avenue
West Allis, WI 53214

RE: Overtime, Compensatory Time and Premium Pay Policy, Section 10.0 Interim Assignment Pay (IAP)

Mayor Devine and Council Members:

Cindy Rausch, Inventory Services Specialist, was temporarily appointed to the position of Lead Inventory Services Specialist effective January 3, 2017. Per the City's Overtime, Compensatory Time and Premium Pay Policy, Section 10.0 Interim Assignment Pay (IAP), any temporary appointments extending beyond 180 consecutive calendar days must be approved by the Common Council and re-approved for every additional 90 consecutive calendar days thereafter.

We are seeking permission to extend Ms. Rausch's temporary appointment to Interim Lead Inventory Services Specialist until a permanent appointment to the position can be made.

We appreciate your consideration in this matter. If you have any questions please feel to contact us.

Michael G. Lewis
Director of Public Works/City Engineer

Dave Wepking
Assistant Director of Public Works

cc: Rebecca Grill, City Administrator
Audrey Key, HR Director

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