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BURLINGTONCITYARTS.ORG

To: Finance Board  
Re: Classification of Office Assistant II  
Date: March 21, 2012

Dear Finance Board,

I am requesting that the BCA Office Assistant II position become a Regular Full Time position. The position has been Limited Service since December 9, 2003. We would like to bring this position into compliance with the Personnel Policy directives.

This position is budgeted in both our approved 2012 and proposed 2013 budgets. There will be no additional costs to our operating budget with this change.

BCA has been following the recommendations of former HR Director Kristin Lonerwright, who recommended in 2007 a staged approach to bringing BCA temporary employees into City Personnel policy compliance. These recommendations were discussed and accepted by council personnel and finance committees at the time as well as the city administration. It was also understood that BCA's organizational chart of 2006/2007 would likely change given our less than two-year experience with running a five-floor art center and the attendant programs and services. It was also noted that our strategic plan called for staged growth. As a department that raises nearly 80% of our budget, we had to build capacity to adequately fundraise for a fully programmed art center. This approach was approved by the finance and personnel committees as well as the administration at that time. We appreciate your support as we finalize our 2005 employee classification plan reviewed and approved by earlier Personnel and Finance Board committees.

Respectfully,

Doreen Kraft  
Executive Director



**HUMAN RESOURCES  
DEPARTMENT  
City of Burlington**

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**To: Board of Finance**

**From: Susan Leonard, Human Resources Director**

**Date: March 22, 2012**

**Re: Re-categorization of the Office Assistant II to from Limited Service Full Time to Regular Full Time.**

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I am in support of Burlington City Art's Director's attached request to re-categorize the City Arts Office Assistant II position, grade 12, from Full Time Limited Service to Regular Full Time. This request is consistent with the City of Burlington personnel policy which states that limited service positions are scheduled to last at least twelve (12) months but not more than three (3) years. The employee in this position has been in a Limited Service status for 8 years and 1 month.

To the best of my knowledge, this request is consistent with the directive of the Institutions and Human Resources Policy Committee of the City Council to ensure employees are appropriately categorized. I understand that Burlington City Arts, a former Human Resources Director, and the Institutions and Human Resources Police Committee of the City Council had agreed to a systematic approach to implementing appropriate reclassifications of temporary and limited service positions within City Arts with sensitivity to funding and employment status prior to my arrival.

There is no change to the organizational structure of the department with this change.

This re-categorization will be effective the date of City Council approval.

Thank you for your consideration.