
MEMORANDUM

Agenda Item # 86

DATE: January 8, 2008
TO: Metropolitan Planning Commission
FROM: Mark Donaldson, Executive Director
Dee Anne Reynolds, Finance Manager
SUBJECT: Employee Termination Payment over \$10,000
For February 14, 2008 MPC Board Meeting Review (2-A-08-OB)

This is to request approval to pay Johnetta Johnson, a long time retiring employee, a gross payment of \$10,095.63 for 502.52 hours of accrued annual leave at her current salary rate. Ms. Johnson retired December 28, 2007 and her supervisor reviewed the accrued annual leave hours as accurate. This termination payment is in accord with MPC Employees Handbook – Leave Policy, section 11, page 34.

MPC Financial Policies and Procedures require all purchases (expenditures) over \$10,000 and not meeting stated exceptions to be accompanied by the minutes of the MPC meeting indicating approval by the full Planning Commission.

Staff Recommendation: Staff recommends payment to be processed through Knox County payroll upon approval by the board.

MPC Executive Committee Recommendation: The Executive Committee will meet February 12, 2008 and will forward their recommendation to the full commission for the February 14, 2008 meeting and vote.