

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

September 28, 2015

William Shea, Chair
Human Resources and Insurance Committee
One City Hall Plaza
Manchester, NH 03101

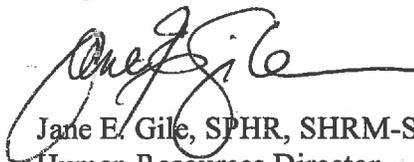
Dear Chair Shea and Committee Members:

Attached is a letter from Public Health Director Timothy Soucy that requests added hours for LPNs working in Manchester schools.

Director Soucy reports adequate funding to change the one (1) position from 37.5 hours per week to 40 hours per week. The AFSCME union does not object to this change nor does the Manchester School District.

HR has reviewed the request and finds it compliant with other positions in the city. The vacation, sick leave and personal accruals will be modified slightly to adjust to the 40 hour workweek vs. 37.5 hours.

Respectfully submitted,



Jane E. Gile, SPHR, SHRM-SCP
Human Resources Director

Timothy M. Soucy, MPH, REHS
Public Health Director

Anna J. Thomas, MPH
Deputy Public Health Director



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CITY OF MANCHESTER
Health Department

September 28, 2015

Alderman William Shea, Chair
Human Resources and Insurance Committee
C/O Jane Gile, Human Resources Director
One City Hall Plaza
Manchester, New Hampshire 03101

RE: Request to move one Licensed Practical Nurse (LPN) from 37.5 to 40 hours

Dear Alderman Shea and Members of the Committee,

The Health Department currently employs one Licensed Practical Nurse (LPN) who is one of the two school nurses at West High School. The employee currently works 37.5 hours per week. I am requesting the authorization to move this employee to 40 hours per week. This position is a charge-back to the Manchester School District.

During the 2014-2015 school year, there were 7,790 visits to the school health office at West High. Adding 2.5 hours of staff time per week will help us to better serve the children and staff at West. It will also provide consistency with Memorial and Central High Schools, which currently have two 40-hour per week nursing positions.

The cost of moving the position from 37.5 to 40 hours per week for a full school year is approximately \$2,200 and can be absorbed in the Health Department's budget. Both the School District and AFSCME support the move to 40 hours.

Thank you for your consideration and I would be glad to answer any questions the Committee may have.

Sincerely,

Timothy Soucy, MPH, REHS
Public Health Director