

Julius A. Giglio
City Attorney

Bethany M. Smith
Deputy City Attorney

Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



CITY ATTORNEY

161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050
(517) 788-4023
Fax: (517) 788-4059

July 10, 2012

VIA FAX AND FIRST CLASS MAIL

Ken Martin
The Austin Bulldog
P.O. Box 4400
Austin, TX 78765

Re: Your Freedom of Information Act Request
Personnel File of Marc A. Ott
Received: July 5, 2012

Dear Mr. Martin:

In response to the above Freedom of Information Act (FOIA) request, I am enclosing a copy of Mr. Ott's employee file that was supplied to me by our Personnel Department.

If you have any questions, please feel free to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Julius A. Giglio".
Julius A. Giglio
City Attorney

JAG/dn
Enc.

cc Rebecca LaFlure

**CIVIL SERVICE BOARD
CITY OF JACKSON, MICHIGAN
EMPLOYEE RECORD**

Name Marc Anthony Ott Address 1500 W. North B8 Jackson 49202 Telephone
 Date of Birth 1/3/56 Place of Birth Naturalized Single Married Dependents
 Education: Grade School High School Business College College Degrees
 Experience

Line	Status	Date	Position	Department	Compensation	Civil Service	REMARKS
1	RA	11/29/82	<i>Admin.</i> Assis. To City Manager		20,601/yr	step 1	New hire
2	SC	5/29/83	" : "	"	21,013/yr	step 1½	Step increase
3	SC	11/29/83	" "	"	21,425/yr	step 2	Step increase
4	SC	11/29/84	" "	" "	22,308/yr	step 3	Step increase
5	O	7/1/84	" "	" "			Retro pay for 2% increase per City Comm.
6	RES	11/30/84	" "	" "			Resigned to accept other employment
7	O	7/1/84	" "	" "	21,854/yr	step 2	2% increase per cc 11/13/84
8	O	11/29/84	" "	" "	22,754/yr	step 3	Step increase with 2% increase reflecting
9							
10							
11							
12							
13							
14							
15							

KEY TO STATUS: R. A., Regular Appointment; T. A., Temporary Appointment; P. A., Probationary Appointment; E. A., Emergency Appointment; L. O., Lay-off; Re., Reinstatement; Pro., Promotion; De., Demotion; Sus., Suspension; Dis., Discharge; T., Transfer; S. C., Salary Change; C. T., Change of Title; R., Resigned; A., Accident; S. L., Sick Leave; L. A., Leave of Absence.

This form is to be executed in quadruplicate and copies distributed as follows:

White & Pink - Personnel Dept.
Yellow - Issuing Department
Green - Employee

City of Jackson, Michigan

Personnel Department
SEPARATION RECORD

Please refer to the reverse side of this form for Civil Service Rules & Regulations governing separations and conditions of re-employment.

Social Security
Number

Type of Separation - Check One

Resignation ☒
Retirement ☐
Death ☐
Layoff ☐
Dismissal ☐
Expiration of
Temporary Appointment ☐
Military ☐

Name of
Employee Marc A. Ott

Job
Classification Administrative Assistant to City Manager

Title of
Department City Manager

Effective Date
of Separation 12/1/84

Has Employee Completed
Probationary Period? Yes ☒ No ☐

Accumulated Vacation Leave:
13 ~~14~~ days

Accumulated Compensatory Time:

15 hrs.

Has employee turned in
all city-owned uniforms,
tools, equipment, etc.,
issued to him? Yes ☒ No ☐

Particulars of This Separation (Use additional sheets if necessary):

Resigned to accept position of Administrative Service Officer with the
City Manager's Office in Grand Rapids, MI

To Be Executed By Employee In Case of Resignation

I am hereby tendering my resignation from the employ of the City of Jackson of my own free will and accord effective
December 1, 1984, and for the reasons stated above. It is my complete understanding that upon the
effective date of this resignation that I shall have relinquished all accumulated service, benefits and rights to which I was entitled
as an employee of the City of Jackson. This resignation shall not disqualify me, however, to receive payment for any accumulated
vacation leave and compensatory time, now standing to my credit, or for any benefits to which I may be entitled under one of the
pension plans of the City of Jackson. I have read and I understand the applicable provisions of the Civil Service Rules and
Regulations printed on the reverse side of this form.

Signature Marc A. Ott Mailing Address _____

Date 11/30/84

THIS SPACE FOR OFFICE USE ONLY

The Department Head is to answer the following questions and give his signature in the space provided below.

Give Brief Rating of Performance of This Employee While Working in Your Department:

Given PEP rating of fully effective to outstanding. Mr. Ott is a highly motivated, loyal
and dedicated employee who has great potential in the field of city management.

Would You Recommend the Reemployment of This Employee For:

Same Type of Work Yes ☒ No ☐ Other Type of Work Yes ☒ No ☐

All information given above is correct and true to the best of my knowledge.

Date November 30, 1984

Signature of

Department Head S. W. [Signature]

CITY OF JACKSON
EXIT INTERVIEW FORM

DEC 3 1984
D. D

Employee's Name Marc A. Ott By Social Security No.
Department City Manager's Office Title Administrative Assistant to the City Manager

Exit Interviewer's Questions

1. Were you satisfied with:

- a. Job held Yes
b. Wage Rate Yes
c. Hours of work Yes
d. Opportunities for advancement No. Concerns about economic status or ability of City when ready for advancement in opinion of Manager. Felt 4-5 years to advance to Asst. to CM was excessive.
e. Conditions of work Yes
f. Fringe benefits Yes

2. Supervision

- a. Were instructions adequate Yes
b. Were you given instruction or training Yes
c. Comments Instructions were more than adequate and ample opportunity for training.

3. Do you have another job? If yes, Where? Yes. Administrative Service Officer, City of Grand Rapids, MI.

4. Reason for leaving:

Domestic? No Explain:
Transportation? No Explain:
Other? Yes Explain: Career advancement at higher pay.

5. Was a transfer offered? To what Department? Outcome? N/A

6. Comments by interviewer Fully effective to outstanding performance rating. Pleased that experience with City of Jackson was beneficial in career development ladder and promotion.

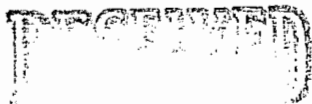
7. Comments by employee CONSIDER MY EXPERIENCE IN THE MANAGER'S OFFICE OUTSTANDING - I WILL BE BENEFICIAL IN FUTURE EMPLOYMENT

Employee's Signature Marc A. Ott Date 11/30/84
Marc A. Ott

Interviewer's Signature Wes McAllister Date 11/29/84
Wes McAllister

Why
would I
want to leave
such a well
organized, efficient
office
?

Do you have an amusing anecdote concerning Marc that you would like to share? Call Sandy Conant, City Manager's Office - 788-4035.



DEC - 5 1984

DI. _____ AND

By _____

Return to the Dept. of
Personnel & Labor Relations
By: Dec 7, 1984

PERFORMANCE EVALUATION PROGRAM (PEP)

Executive, Administrative and Professional

NAME: Marc Ott

TITLE: Administrative Assistant
to the City Manager

DEPARTMENT: City Manager's Office

LENGTH OF TIME IN
PRESENT CLASSIFICATION: 2 years

TYPE OF REVIEW: 6 months probationary ☒ 12 months annual

INSTRUCTIONS:

Read carefully the phrases describing the various factor levels. If none of them seem to express your judgment adequately, state it in your own words. Base your judgment up-on the person's characteristic performance on the job and not upon isolated incidents.

Rate on each factor SEPARATELY. Do not allow judgment on one factor to influence judgment on other factors.

Ratings for individual dimensions as well as the overall rating are defined as follows:

- OUTSTANDING - Far exceeds expectations, consistently an outstanding performer. Work generally exceeds established goals. Complete understanding of technical aspect of job. Company policies, procedures and programs. Performs work well under minimum supervision.
- FULLY EFFECTIVE - Consistently meets and sometimes works beyond job standards and expectations. Work output is satisfactory in all situations. Understands all aspects of job. Fulfills responsibilities under limited supervision. May require assistance under nonroutine operations.
- SATISFACTORY - Meets most job requirements but performance is not fully effective. Typically works up to job standards and expectations. Often requires assistance under nonroutine operations.
- ACCEPTABLE - Meets minimal job requirements but sometimes fails to work up to job standards and expectations. Performance is not consistent. Requires assistance under nonroutine operations and may require assistance under routine operations.
- UNSATISFACTORY - Often fails to meet performance expectations (quality or quantity). Organizes group and/or individual efforts poorly. Lacks control of job. Poor utilization of resources.

1. TECHNICAL KNOWLEDGE, ABILITY AND SKILLS - the ability to use relevant knowledge, methods, procedures and equipment in performing and directing work activities. Specifically consider specialized technical or professional knowledge, job procedures, City policies (working agreement, administrative orders, safety manual, etc.)

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☒ Fully Effective ☐ Outstanding

Comments I have noticed a decline in questions which you can now answer by referring to the Charter, City Code, and other existing written procedures, policies and regulations.

2. MANAGEMENT SKILLS - rate employee in the following areas where applicable:

PLANNING - specifically consider the establishment of long and short term objectives, the ability to set priorities, schedule, budget, analyze problems, etc.

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☒ Fully Effective ☐ Outstanding

Comments _____

ORGANIZING - specifically consider the effective allocation of both Human and Material Resources to achieve objectives, coordination of activities and the development of working relationships in a cooperative effort.

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☒ Fully Effective ☐ Outstanding

Comments With experience I have seen this area improve greatly.

LEADERSHIP - specifically consider the ability to effectively delegate, motivate others, make decisions and manage differences and change; evaluate the ability to recognize and develop capabilities in subordinates and the fair and timely appraisal of those subordinates.

☐ Unsatisfactory ☒ Acceptable ☐ Satisfactory ☒ Fully Effective ☐ Outstanding

Comments As I've indicated previously during the summers of 1983 and 1984, I don't feel the administrative interns have been given proper leadership. Other relationships deserve a fully-effective rating.

MEASURING AND CONTROL - specifically consider conformance to standards, time management, cost control, application of work management systems and the ability to regulate and improve methods and results.

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☐ Fully Effective ☐ Outstanding

Comments Not Applicable

3. COMMUNICATION SKILLS - Where applicable, consider interdepartmental, agency and/or community contacts.

A. Oral

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☐ Fully Effective ☒ Outstanding

B. Written

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☐ Fully Effective ☒ Outstanding

Comments Your communication skills are excellent and provide a sound foundation for other aspects of your professional growth and development.

4. SAFETY PERFORMANCE - the administration of safety programs and procedures, knowledge of the Accident Prevention Manual and safe work practices, overall safety performance and results.

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☒ Fully Effective ☐ Outstanding

Comments I have appreciated your work on several of your assignments in connection with the Safety Committee and changes in safety manual.

5. TRAINING AND DEVELOPING - consider the effectiveness of this person in training subordinates in assigned duties.

☐ Unsatisfactory ☒ Acceptable ☐ Satisfactory ☐ Fully Effective ☒ Outstanding

Comments (A) As per PEP evaluation of 7/26/84, only acceptable for administrative interns; (B) outstanding in your assistance on evaluating training needs for City-wide program.

6. SETTING A GOOD EXAMPLE - what kind of example of good work habits, punctuality, attitude and work quality does this person set for his subordinates?

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☐ Fully Effective ☒ Outstanding

Comments I've always been proud of the image you project when representing this office.

7. ATTENDANCE, PUNCTUALITY AND PARTICIPATION - to what extent does this person attend meetings required of his position? Is he prompt? Does he actively participate in discussions and considerations?

☐ Unsatisfactory ☐ Acceptable ☒ Satisfactory

8. Does this person have potential for advancement to a more responsible position?

Comments Yes, I would encourage you to continue in city management as a career, taking advantage of opportunities at the appropriate times.

9. Indicate additional training and experience needed before advancement; and estimated time required.

Comments I feel you would be ready for an internal promotion with your new employer and/or an appointment to an appropriate City Manager position within the next 2-4 years.

10. What counsel has been given this individual to assist him/her in correcting his/her shortcomings and in preparing himself/herself for advanced responsibilities? (Indicate when and by whom.)

Comments Numerous private discussions regarding career development in city management. No special shortcomings discussed.

11. To what position does this person aspire? City Manager

12. OVERALL EVALUATION

The overall rating should be a logical extension of the complete performance appraisal. Use the results from objectives as well as the individual dimension ratings on the performance appraisal form considering length of time employee has held this position. Where specific objectives have been included, analysis of accomplishments should be primary in assigning an overall rating.

☐ Unsatisfactory ☐ Acceptable ☐ Satisfactory ☒ Fully Effective ☒ Outstanding

COMPLETED BY Wes McAllister
Wes McAllister, City Manager

DATE 11/30/84

REVIEWED BY _____

DATE _____

EMPLOYEE COMMENTS: (Optional) _____

EMPLOYEE SIGNATURE: [Signature]

DATE 11/30/84

Required only to note receipt of performance evaluation by the employee.

CITY OF JACKSON

PERSONNEL ACTION REQUEST

Check The Appropriate Function:

_____ Name/Address Change	_____ Transfer	Date Submitted <u>12</u> / <u>10</u> / <u>84</u>
_____ New Hire	_____ Retirement	Date Effective <u>11</u> / <u>29</u> / <u>84</u>
_____ Termination	_____ Leave of Absence	
_____ Promotion	_____ Other	
_____ Step Increase		
Employee Soc. Sec. # _____ /Employee ID # <u>3078</u>		

Employee Information:	Current Status	Desired Change
Employee Status (perm/temp)	Permanent	
Name	Marc Anthony Ott	
Sex/Ethnic/Citizen		
Spouse		
Phone Number		
Address		
Date of Birth		
<u>Salary Information:</u>		
Grade/Step/Longevity	22/2	22-3
Annual/Bi-Wkly Rates	21,425/824.04	22,754/875.15
Hourly Rate/Std. Hrs.	10.506/hr	10.939/hr
Base Pay Location (Dept.)		
Account (s) to Charge	(%=)	(%=)
	(%=)	(%=)
	(%=)	(%=)

Personnel Information:		
Workers Comp Class		
Retirement System		
Job Title/Code		
Hire Date/End Probation		
Seniority Date		
Anniv. Date		
Union Affiliation		
CETA Number		
CETA Account		
EEOC Code		

REMARKS:

2% increase adopted by City Commission
11/13/84 retro to 7/1/84

Requested

Marc A. Ott
Employee

L.W. McCreary
Department Head

Recommended

Supervisor

Verified

Approved

L.W. McCreary
City Manager

Send all four copies to the personnel department.

CITY OF JACKSON
PERSONNEL ACTION REQUEST

Check The Appropriate Function:

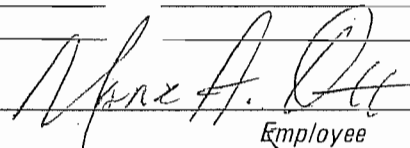
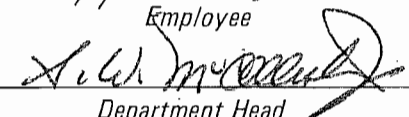
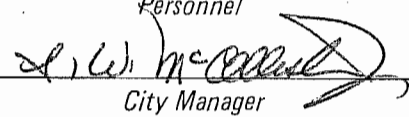
<input type="checkbox"/> Name/Address Change	<input type="checkbox"/> Transfer	Date Submitted <u>12</u> / <u>10</u> / <u>84</u>
<input type="checkbox"/> New Hire	<input type="checkbox"/> Retirement	Date Effective <u>07</u> / <u>01</u> / <u>84</u>
<input type="checkbox"/> Termination	<input type="checkbox"/> Leave of Absence	
<input type="checkbox"/> Promotion	<input checked="" type="checkbox"/> Other	
<input type="checkbox"/> Step Increase		
Employee Soc. Sec. # <u> </u>	/Employee ID # <u> </u>	

<u>Employee Information:</u>	Current Status	Desired Change
Employee Status (perm/temp)	Marc Anthony Ott	
Name		
Sex/Ethnic/Citizen		
Spouse		
Phone Number		
Address		
Date of Birth		
<u>Salary Information:</u>		
Grade/Step/Longevity	22-2	22-2
Annual/Bi-Wkly Rates	21,425/824.04	21,854/840.54
Hourly Rate/Std. Hrs.	10.30/hr	10.506/hr
Base Pay Location (Dept.)	City Managers Office	City Managers Office
Account (s) to Charge	(%=)	(%=)
	(%=)	(%=)
	(%=)	(%=)

<u>Personnel Information:</u>		
Workers Comp Class		
Retirement System		
Job Title/Code		
Hire Date/End Probation		
Seniority Date		
Anniv. Date		
Union Affiliation		
CETA Number		
CETA Account		
EEOC Code		

REMARKS:

2% increase adopted by City Commission
11/13/84 retro to 7/1/84

	 Employee
Requested	 Department Head
Recommended	_____ Supervisor
Verified	_____ Personnel
Approved	 City Manager

CITY OF JACKSON
PERSONNEL ACTION REQUEST

Check The Appropriate Function:

☐ Name/Address Change
☐ New Hire
☐ Termination
☐ Promotion
☒ Step Increase

☐ Transfer
☐ Retirement
☐ Leave of Absence
☐ Other

Date Submitted 10 / 22 / 84
Date Effective 11 / 29 / 84

Employee Soc. Sec. # _____

/Employee ID # 3078

Employee Information:

Employee Status (perm/temp) _____

Name _____

Sex/Ethnic/Citizen _____

Spouse _____

Phone Number _____

Address _____

Date of Birth _____

Salary Information:

Grade/Step/Longevity _____

Annual/Bi-Wkly Rates _____

Hourly Rate/Std. Hrs. _____

Base Pay Location (Dept.) _____

Account (s) to Charge _____

Current
Status

Permanent

Marc Anthony Ott

Desired
Change

22/2

\$21,425/\$824.04

\$10.30/40

City Manager's Office

(%=)

(%=)

(%=)

22/3

\$22,308/\$858.00

\$10.725/40

City Manager's Office

(%=)

(%=)

(%=)

Personnel Information:

Workers Comp Class _____

Retirement System _____

Job Title/Code _____

Hire Date/End Probation _____

Seniority Date _____

Anniv. Date _____

Union Affiliation _____

CETA Number _____

CETA Account _____

EEOC Code _____

REMARKS:

Requested _____

Recommended _____

Verified _____

Approved _____

Employee

Department Head

Supervisor

Personnel

City Manager

Send all four copies to the personnel department.

PERSONNEL DEPARTMENT COPY

CITY OF JACKSON
PERSONNEL ACTION REQUEST

Check The Appropriate Function:

☐ Name/Address Change
☐ New Hire
☐ Termination
☐ Promotion
☒ Step Increase

☐ Transfer
☐ Retirement
☐ Leave of Absence
☐ Other

Date Submitted 10 / 25 / 83
Date Effective 11 / 29 / 83

Employee Soc. Sec. # _____

/Employee ID # 3078

Employee Information:

Employee Status (perm/temp)

Name

Sex/Ethnic/Citizen

Spouse

Phone Number

Address

Date of Birth

Salary Information:

Grade/Step/Longevity

Annual/Bi-Wkly Rates

Hourly Rate/Std. Hrs.

Base Pay Location (Dept.)

Account (s) to Charge

Current
Status

Permanent

Marc Anthony Ott

Desired
Change

Permanent

Marc Anthony Ott

22/1½

\$21,013/\$808.19

\$10.10/40

City Manager's Office

(%=)

(%=)

(%=)

22/2

\$21,425/\$824.04

\$10.30/40

City Manager's Office

(%=)

(%=)

(%=)

Personnel Information:

Workers Comp Class

Retirement System

Job Title/Code

Hire Date/End Probation

Seniority Date

Anniv. Date

Union Affiliation

CETA Number

CETA Account

REMARKS:

Requested _____

Marc Anthony Ott
Employee

S. W. McCalister
Department Head

Recommended _____

11
Supervisor

Verified _____

Personnel

Approved _____

S. W. McCalister
City Manager

CITY OF JACKSON
PERSONNEL ACTION REQUEST

Check The Appropriate Function:

____ Name/Address Change
____ New Hire
____ Termination
____ Promotion
☒ Step Increase
Employee Soc. Sec. # _____

____ Transfer
____ Retirement
____ Leave of Absence
____ Other

Date Submitted 5 / 13 / 83
Date Effective 5 / 29 / 83

____ / Employee ID # 3078

Employee Information:

Employee Status (perm/temp)
Name
Sex/Ethnic/Citizen
Spouse
Phone Number
Address
Date of Birth

Current
Status

Permanent
Marc Anthony Ott

Desired
Change

Permanent
Marc Anthony Ott

Salary Information:

Grade/Step/Longevity
Annual/Bi-Wkly Rates
Hourly Rate/Std. Hrs.
Base Pay Location (Dept.)
Account (s) to Charge

22/1
\$20,601/\$792.35
\$9.90/40
City Manager's Office
(%=)
(%=)
(%=)

22/1¹
\$21,013/\$808.19
\$10.10/40
City Manager's Office
(%=)
(%=)
(%=)

Personnel Information:

Workers Comp Class
Retirement System
Job Title/Code
Hire Date/End Probation
Seniority Date
Anniv. Date
Union Affiliation
CETA Number
CETA Account

REMARKS:

Marc A. Ott
Employee
Requested S. W. McCard
Department Head
Recommended 11
Supervisor
Verified WJ
Personnel
Approved S. W. McCard
City Manager

CITY OF JACKSON
PERSONNEL ACTION REQUEST

Check The Appropriate Function:

☐ Name/Address Change
☒ New Hire
☐ Termination
☐ Promotion
☐ Step Increase
Employee Soc. Sec. # _____

☐ Transfer
☐ Retirement
☐ Leave of Absence
☐ Other

Date Submitted 11 / 29 / 82
Date Effective 11 / 29 / 82

_____/Employee ID # _____

Employee Information:

Employee Status (perm/temp)

Name

Sex/Ethnic/Citizen

Spouse

Phone Number

Address

Date of Birth

Salary Information:

Grade/Step/Longevity

Annual/Bi-Wkly Rates

Hourly Rate/Std. Hrs.

Base Pay Location (Dept.)

Account (s) to Charge

Current
Status

Desired
Change

Permanent

Marc Anthony Ott

M/B/Yes

None

W. North Street

1500 N. W. 8th St., Apt. B-8

1/3/56

22/1

\$20,601/\$792.35

\$9.90/40

City Manager's Office

(%= 100) 101-172-706.00

(%=)

(%=)

(%=)

(%=)

(%=)

Personnel Information:

Workers Comp Class

Retirement System

Job Title/Code

Hire Date/End Probation

Seniority Date

Anniv. Date

Union Affiliation

CETA Number

CETA Account

General Pension

Admin. Asst. to the City Manager/Code 1

11/29/82

Non-Union

REMARKS:

Requested

Recommended

Verified

Approved

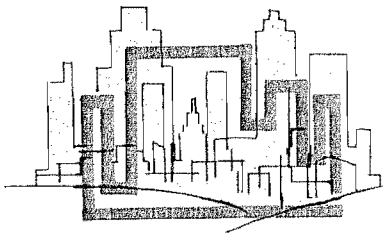
Marc A. Ott
Employee

L. W. McCallister
Department Head

Supervisor

Personnel

L. W. McCallister
City Manager



CITY OF JACKSON

161 W. MICHIGAN

JACKSON, MICHIGAN 49201

OFFICE OF CITY MANAGER

PHONE: (517) 788-4035

October 28, 1982

RECEIVE

Mr. Marc Ott
3725 Greenbrier
Apt. 190B
Ann Arbor, MI 48105

NOV - 3 1982

CITY OF JACKSON
CITY MANAGER'S OFFICE

BY

Dear Mr. Ott:

Re: Appointment to the position of Administrative Assistant to the City Manager

This letter will confirm your appointment to the position of Administrative Assistant to the City Manager with the City of Jackson to be effective November 29, 1982.

The appointment is subject to the following general terms and conditions as discussed in recent conversations and during your interview.

1. It is understood that this is an unclassified, non-union position and as such the person occupying this position serves at the pleasure of the City Manager.
2. The starting salary rate shall be \$20,601 per year which is Step 1 of Class Grade 22 as contained in "Appendix A, Schedule I Administrative and Supervisory Employees", said Appendix having been adopted by ordinance to be effective July 1, 1981. Future salary adjustments will be made in accordance with the "City of Jackson Personnel Policy" as adopted by resolution of the City Commission and in accordance with applicable salary schedules as adopted by ordinance of the City Commission. Said Personnel Policy and Salary Schedule Ordinances are subject to amendment from time to time as deemed desirable and necessary by the City Commission.
3. It is understood that you shall establish your residence within the City limits of the City of Jackson, Michigan within ninety (90) days from and after the first day of such employment and maintain such residence within said City during your entire remaining tenure of office. This residency requirement shall be defined as follows:

Establish and occupy a dwelling within the City limits; to maintain this dwelling as your primary residence at which you eat your meals, receive your mail, sleep, maintain your voter registration, driver's license address, tax address and in all manners maintain as your normal residence.

Mr. Marc Ott
October 28, 1982
Page 2

4. You will receive all fringe benefits which are provided to non-union, administrative positions by Personnel Policy, City Ordinance, City Commission Resolutions and/or Administrative Regulations.

I think the City of Jackson is fortunate to have obtained your services in view of your education, experience, and training in the area of city management.

I look forward to working with you. Please do not hesitate to contact me if I can be of any assistance to you during the process of moving and relocating to Jackson.

Sincerely yours,

Wes McAllister
Wes McAllister
City Manager

WMCA:rjj
Att.
cc: Audrey E. Richardson

Please indicate your acceptance of this appointment and the general terms and conditions as listed above by signing below and return one signed copy to my office at the address shown on Page 1 of this letter.

ACCEPTED:

Marc A. Ott

Marc A. Ott

11/1/82

Date

Original - Personnel 11/3/82/slc
cc: City Manager

CITY OF JACKSON, MICHIGAN
PERSONNEL DEPARTMENT
EMPLOYMENT APPLICATION

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR HANDICAP UNRELATED TO THEIR ABILITY TO PERFORM THE JOB FOR WHICH THEY APPLY. PLEASE WRITE OR PRINT YOUR ANSWERS IN INK. IF SUFFICIENT SPACE IS NOT PROVIDED HEREIN FOR YOU TO GIVE COMPLETE ANSWERS TO CERTAIN QUESTIONS, OR IF YOU WISH TO GIVE PERTINENT INFORMATION NOT CALLED FOR, PLEASE ATTACH SUCH ADDITIONAL INFORMATION TO THIS APPLICATION.

TITLE OF POSITION OR TYPE OF WORK FOR WHICH YOU ARE MAKING APPLICATION Administrative Assistant to City Manager

TODAY'S DATE: August 4, 1982 SOCIAL SECURITY NUMBER: _____

NAME IN FULL (LAST) Ott (FIRST) Marc (MIDDLE) Anthony

STREET AND NO. 3725 Greenbrier, Apt. 190B CITY AND STATE Ann Arbor, Michigan ZIP CODE 48105 PHONE NO. 313/769-5129

ALL EMPLOYEES OF THE CITY OF JACKSON MUST BE RESIDENTS OF JACKSON COUNTY AT THE TIME OF APPOINTMENT AND FOR THE DURATION OF EMPLOYMENT WITH THE CITY OF JACKSON.

ARE YOU 18 YEARS OLD OR OLDER? Yes (THIS QUESTION IS ASKED ONLY FOR THE PURPOSE OF DETERMINING WHETHER APPLICANT IS OF LEGAL AGE FOR EMPLOYMENT.)

CITIZEN OF UNITED STATES YES ☒ NO ☐ IF "NO" DO YOU INTEND TO BECOME A CITIZEN OF THE UNITED STATES? _____
IF "NO" DO YOU HAVE THE LEGAL RIGHT TO REMAIN IN THE UNITED STATES PERMANENTLY? _____

US ARMED FORCES VETERAN YES ☐ NO ☒ BRANCH SERVICE _____ FROM _____ TO _____

ARE YOU NOW A MEMBER OF ANY MILITARY RESERVE ORGANIZATION YES ☐ NO ☒ IF YES SPECIFY _____

IN ADDITION TO THE POSITION FOR WHICH YOU ARE MAKING APPLICATION, PLEASE CHECK THE JOB CATEGORIES BELOW FOR WHICH YOU WOULD LIKE TO BE CONSIDERED AND FOR WHICH YOU ARE QUALIFIED.

LABORING	ENGINEERING	ADMINISTRATION	TRADES/REL. TECH.
<input type="checkbox"/> HVY. MANUAL LABOR	<input type="checkbox"/> CIVIL ENGINEER	<input checked="" type="checkbox"/> GENERAL	<input type="checkbox"/> PAINTER
<input type="checkbox"/> LT. MANUAL LABOR	<input type="checkbox"/> TRAFFIC ENGINEER	<input type="checkbox"/> PERSONNEL	<input type="checkbox"/> ELECTRICIAN
<input type="checkbox"/> CUSTODIAL	<input type="checkbox"/> DRAFTING	<input type="checkbox"/> ACCOUNTING	<input type="checkbox"/> PLUMBER
<input type="checkbox"/> CLERICAL	<input type="checkbox"/> SURVEYING	<input type="checkbox"/> ATTORNEY	<input type="checkbox"/> ELECTRONICS
<input type="checkbox"/> NO TYPING	<input type="checkbox"/> TECHNICIAN	<input type="checkbox"/> PURCHASING	<input type="checkbox"/> CARPENTER
<input type="checkbox"/> TYPING	<input type="checkbox"/> DATA PROCESSING	<input type="checkbox"/> ASSESSOR	<input type="checkbox"/> BUILDING INSPECTION
<input type="checkbox"/> LEGAL STENO	<input type="checkbox"/> KEYPUNCH	<input type="checkbox"/> FINANCE	<input type="checkbox"/> AUTO MECHANIC
<input type="checkbox"/> TYPING & STENO	<input type="checkbox"/> ADP OPERATIONS	<input type="checkbox"/> ZONING ADMIN.	<input type="checkbox"/> OTHER MECHANIC
<input type="checkbox"/> CASHIER	<input type="checkbox"/> PROGRAMMING	<input type="checkbox"/> COMMUNITY DEVEL.	<input type="checkbox"/> MASON
<input type="checkbox"/> BOOKKEEPER	<input type="checkbox"/> SYSTEMS DESIGN	<input type="checkbox"/> PUBLIC SAFETY	<input type="checkbox"/> PLANT OPERATOR
<input type="checkbox"/> FILE CLERK		<input type="checkbox"/> PATROL OFFICER	<input type="checkbox"/> TRUCK DRIVER/EQ. OPR.
		<input type="checkbox"/> FIREFIGHTER	

DO YOU HAVE ANY IMPAIRMENTS, PHYSICAL, MENTAL, OR MEDICAL, WHICH WOULD INTERFERE WITH YOUR ABILITY TO DO THE JOB FOR WHICH YOU HAVE APPLIED? YES ☐ NO ☒

DO YOU HAVE ANY IMPAIRMENTS, PHYSICAL, MENTAL, OR MEDICAL, WHICH WOULD INTERFERE WITH YOUR ABILITY TO DO OTHER JOBS IN WHICH YOU HAVE INDICATED AN INTEREST? YES ☐ NO ☒

HAVE YOU EVER BEEN CONVICTED OF A FELONIOUS CRIME? YES ☐ NO ☒ DETAILS _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? YES ☐ NO ☒ DETAILS _____

EDUCATION

CIRCLE LAST GRADE COMPLETED IN GRADE OR HIGH SCHOOL 1 2 3 4 5 6 7 8 9 10 11 12 10
NAME OF HIGH SCHOOL Pontiac Northern LOCATION Pontiac Arlene St. DATE FROM 9/71 DATE TO 6/74 GRADUATED YES ☒ NO ☐

LIST BELOW ANY FORMAL EDUCATION RECEIVED IN ANY COLLEGE, UNIVERSITY, BUSINESS, TRADE, MILITARY, CORRESPONDENCE, OR OTHER SCHOOLS.

SCHOOL (NAME & LOCATION)	DATES ATTENDED (MONTH AND YEAR) FROM TO	MAJOR SUBJECT OR COURSE OF STUDY	TOTAL HOURS	LIST DEGREE, CERTIFICATE, OR COMPLETION
Oakland University	6/74 4/79	Manag. & Economics	126	BS
Oakland University	9/79 4/81	Public Administration	40	MPA
Michigan Municipal League	1/12,13,14/82	Assessment Center Training	24	Completed
Michigan State University	/82	Mich. Tax Education Prog.	8	Completed
Township Assoc. & MML	7/15,16/82	Labor Relations	18	Completed

LIST ANY LICENSES, REGISTRATIONS OR CERTIFICATES YOU POSSESS _____

DRIVER LICENSE NO 0-300-585-067-010

LIST NAMES OF LODGES, CLUBS AND OTHER ORGANIZATIONS OF WHICH YOU ARE NOW A MEMBER, INCLUDING PROFESSIONAL AND TECHNICAL ASSOCIATIONS, (DO NOT LIST ORGANIZATIONS WHICH BY NAME WOULD INDICATE YOUR RELIGIOUS, POLITICAL, OR UNION AFFILIATIONS, YOUR RACE OR NATIONALITY.)

ICMA (State and National Chapters), ASPA (Washtenaw County)

EMPLOYMENT RECORD

LIST YOUR EMPLOYMENT RECORD, STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER.

DATES AND SALARY	NAME AND ADDRESS OF EMPLOYER	NATURE OF BUSINESS	KIND OF WORK PERFORMED	REASON FOR LEAVING
FROM 10/22/81	MML, 1675 Green Rd.	Assoc. of Cities	Research in areas	
TO Present	P.O. Box 1487	& Villages in	of municipal gov.	
SALARY \$	Ann Arbor, MI 48106	Michigan	concern.	
FROM 1/81	Administrative Intern	Administration	Involved in day-to-	Job ended
TO 10/10/81	City of Southfield	of municipal	day operation of	
SALARY \$	2600 Evergreen, Southfield	services	Admin. office	
FROM 8/78	Head Resident	Operation of	Supervisory, Training	Graduated
TO 4/81	Oakland Univ.	a residents	Counseling, enforcement	
SALARY \$	Rochester, MI	system	of policies	
FROM 6/77	Financial Adjuster	Banking and other	Collection of delinquent	Return to
TO 8/77	Community National Bank	financial	Accts. & Adjustment	College
SALARY \$	Pontiac, MI (Main Branch)	services	of payment plans	
FROM				
TO				
SALARY \$				
FROM				
TO				
SALARY \$				

GIVE THE NAMES AND HOME AND BUSINESS ADDRESSES OF THREE PERSONS, PREFERABLY EMPLOYERS, WHO HAVE KNOWLEDGE OF YOUR CHARACTER, EXPERIENCE AND ABILITY. DO NOT LIST RELATIVES.

FULL NAME	HOME ADDRESS	BUSINESS ADDRESS	BUSINESS OR OCCUPATION
Del D. Borgsdorf		26000 Evergreen Southfield, MI 48037	Southfield, City Administration
Rollin G. Tobin		26000 Evergreen Southfield, MI 48037	Southfield Public Safety Director
Dr. Robert H. Marz		Dept. of Political Science, Oakland University	Professor of Political Science

LIST HOBBIES OR RECREATIONAL INTERESTS, INCLUDING THOSE OF CULTURAL, ATHLETIC OR SOCIAL NATURE:

Oil Painting, Drawing, Running, Baseball, Basketball

LIST NAMES OF ANY RELATIVES EMPLOYED BY THE CITY OF JACKSON, GIVING THEIR RELATIONSHIP TO YOU AND THE TITLES OF DEPARTMENTS IN WHICH THEY WORK. IF NONE, WRITE "NONE"

N/A

I HEREBY CERTIFY THAT ALL STATEMENTS MADE ON OR IN CONNECTION WITH THIS APPLICATION, INCLUDING THOSE REGARDING MY TRAINING AND/OR EXPERIENCE, ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT ANY MISSTATEMENTS OR OMISSIONS OR MATERIAL FACT HEREIN MAY CAUSE FORFEITURE ON MY PART OF ALL RIGHTS TO EMPLOYMENT BY THE CITY OF JACKSON.

I HEREBY AUTHORIZE AN INVESTIGATION OF MY PAST EMPLOYMENT, ACTIVITIES, AND STATEMENTS CONTAINED IN THIS APPLICATION, AND RELEASE FROM ANY AND ALL LIABILITY OR DAMAGES OF ANY KIND OR NATURE WHATSOEVER ALL PERSONS, COMPANIES, CORPORATIONS, GOVERNMENTAL ENTITIES AND ANY OF THEIR EMPLOYEES SUPPLYING SUCH INFORMATION. I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE A RECORD OF DISCIPLINARY ACTION BY A PREVIOUS EMPLOYER OR EMPLOYERS, AND I HEREBY RELEASE SUCH PARTIES FROM ANY OBLIGATION TO PROVIDE ME WITH WRITTEN NOTIFICATION AS REQUIRED BY LAW OF SUCH DISCLOSURE.

SIGNATURE
OF APPLICANT

Marz H. Marz 8/4/82

Resume of

MARC OTT

PERMANENT ADDRESS

3725 Greenbrier
Apt. 190B
Ann Arbor, Michigan 48105
Phone: (313) 769-5129
Business: (313) 662-3246

PERSONAL DATA

Birthdate: January 3, 1956

Health: Excellent

JOB OBJECTIVE

A position as Assistant City Manager or Administrative Assistant to the City Manager in a medium size or larger full service city. Procedures of greatest interest include budgeting, personnel, labor relations, and organizational evaluation.

EDUCATIONAL BACKGROUND

4/81 M.P.A., Public Administration
Oakland University, Rochester, Michigan

4/79 B.S., Management, Concentration in Economics
Oakland University, Rochester, Michigan

EMPLOYMENT BACKGROUND

<u>Staff Assistant</u>	Michigan Municipal League Ann Arbor, Michigan	October, 1981- Present
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RESPONSIBILITIES: To respond to inquiries of local government concern originating from municipal officials throughout the state by providing reference material and information based on research. Assisted in the planning, organizing and attending the League's nine regional meetings, (held throughout the state), Legislative Conference, Annual Convention and training programs. Revised League publications, i.e., ordinance analysis, technical topics and information bulletins. Gave presentations to the Canton Township Board of Commissioners and the League of Women Voters from Canton, Novi, Plymouth and Northville on police-fire consolidation.

CC: M+CC 10/26/82

<u>Administrative Intern</u>	City Administrator City of Southfield Southfield, Michigan	January, 1981- October, 1981
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RESPONSIBILITIES: Involved in the day-to-day processes of the Administrator's office, handled citizen complaints, report preparation and organizational evaluation. Constructed a matrix illustrating the structure of the classification compensation system. Developed an administrative procedure for the city's internship program. Also developed and assisted with the implementation of a integrated building and fire inspection program.

<u>Head Resident</u>	Oakland University Rochester, Michigan	August, 1978- April, 1981
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RESPONSIBILITIES: Total management of a residence hall of 96 to 315 students; training and evaluation of two to eight resident assistants; advising building and system-wide student governments; enforcement of residence hall policy; handling discipline; student advising and counseling, conflict resolution, developing and implementing academic, social and cultural programs, assisted with residence hall staff selection process; and the supervision of a night-watch security team.

<u>Financial Adjuster</u>	Community National Bank Pontiac, Michigan	June, 1977- August, 1977
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RESPONSIBILITIES: Collection of delinquent accounts and the readjustment of financial payment plans for customers with installment loan agreements.

PROFESSIONAL AFFILIATIONS

International City Management Association (National and State Membership)

American Society for Public Administration - Huron Valley Chapter

HONORS AND AWARDS

Member, "Who's Who in American Colleges and Universities", 1979

Community Service Award, Black Alumni Association (Oakland University), 1979

Certification of Appreciation for dedication and perseverance in the pursuit of higher education, Black Alumni Association (Oakland University), 1979

Graduate Assistantship, Department of Political Science (Oakland University), 1980-81

Member, "Outstanding Young Men of America", 1981

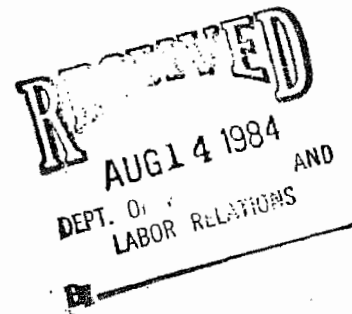
This is to acknowledge that I have received a copy of the Personnel Policy as adopted by resolution of the Jackson City Commission on July 10, 1984.

SIGNATURE Mon A. Ott
Date 8/14/84

WITNESS Gene Kefauver

c: Personnel File

8/84



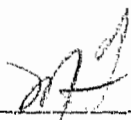
This is to acknowledge that I have received a copy of the City of Jackson, Michigan CIVIL SERVICE RULES AND REGULATIONS.

Witness: [Signature]

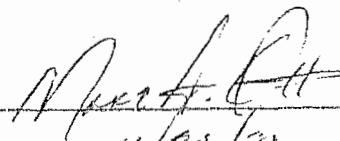
Signature: Mon A. Ott
Date: 11/30/82

*This is to acknowledge that I have received a copy of the
City of Jackson, Michigan RULES OF CONDUCT.*

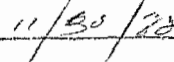
Witness:



Signature:



Date:



CITY OF JACKSON, MICHIGAN
PERSONNEL DEPARTMENT
APPLICATION FOR LEAVE

Name of Dept. Head Wes McAllister Title of Dept. City Manager's Office Date 9/21/84
I, Marc A. Ott, hereby make application for leave time from my position in the

S. S. No. _____ Emp. I. D. No. 3078

Jackson City Service for the period of time and for the reason specified below.

Date: 9/13/84 Date: 9/13/84 (Inclusive) Total Time 4 hrs.
From: _____ Through: _____

☒ SICK LEAVE: If for personal illness, please give nature of illness, and name and address of attending physician.

If for other reasons allowed by City Ordinance and Civil Service Rules, please specify _____

Attending Physician _____ Address _____

☐ VACATION LEAVE: Remarks _____

☐ SPECIAL LEAVE: ☐ Without Pay ☐ With Pay Reason and Supporting Data _____

Approved: _____ Signature: Marc A. Ott
Dept. Head _____ Employee _____
Other Approval: S.W. McAllister Verified: _____
As Required _____ Personnel Dept. _____

EXECUTE IN QUADRUPPLICATE AND SEND ALL COPIES TO THE PERSONNEL DEPARTMENT

CITY OF JACKSON, MICHIGAN
PERSONNEL DEPARTMENT
APPLICATION FOR LEAVE

Name of Dept. Head Wes McAllister Title of Dept. City Manager's Office Date Oct. 22, 1984

I, Marc A. Ott, hereby make application for leave time from my position in the

S. S. No. _____ Emp. I. D. No. 3078

Jackson City Service for the period of time and for the reason specified below.

Date: _____ Date: _____ (Inclusive) Total Time _____
From: 10/18/84 8 a.m. Through: 10/18/84 12 noon Time 4 hours

☒ SICK LEAVE: If for personal illness, please give nature of illness, and name and address of attending physician.

If for other reasons allowed by City Ordinance and Civil Service Rules, please specify _____

Attending Physician _____ Address _____

☐ VACATION LEAVE: Remarks _____

☐ SPECIAL LEAVE: ☐ Without Pay ☐ With Pay Reason and Supporting Data _____

Approved: _____ Signature: Marc A. Ott
Dept. Head _____ Employee _____
Other Approval: S.W. McAllister Verified: _____

1984 ATTENDANCE RECORD

28 c/o from 1983

S - Sick
P - Personal Business
Co - Compensatory Time
JD - Jury Duty

F - Funeral Leave
V - Vacation Leave
LA - Leave of Absence
H - Holiday

WC - Worker's Compensation
T - Tardy (Late)
SL - Special Leave Without Pay

RZPC - RZPC meeting

HRC - Human Rel. Comm. mtg
CRC - Child Png Comm mtg

CA - Comp accrued

	M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S		Mo	Bal.
JANUARY	30	31					1		2	3	4	5	6	7	8		9	10	11	12	13	14	15		16	17	18	19	20	21	22		23	24	25	26	27	28	29			
Hrs.	8	8					/		8	8	8	7	8	/	/	-1	8	8	8	12	8	/	/	+4	10	9	10	8	8	/	/	+5	8	10	8	8	8	/	/	+2	+11	38
Code							/		H			100							CA	CA	CC				CA	CA	CC													-1		
FEBRUARY			1	2	3	4	5		6	7	8	9	10	11	12		13	14	15	16	17	18	19		20	21	22	23	24	25	26		27	28	29							
Hrs.			8	8	8	/	/	-	8	8.5	8.5	6.5	8	/	/	+1	8	8	14	8	8	/	/	+6	8	10.5	11	8	8	/	/	+5.5	6	8	9					+12.5	49	
Code						/	/		CA	CA	100					-1.5	H		HRC						H	HRC	CPC						200	HRC					-1.5			
MARCH			1	2	3	4			5	6	7	8	9	10	11		12	13	14	15	16	17	18		19	20	21	22	23	24	25		26	27	28	29	30	31				
Hrs.			8	8	/	/		+1	8	8	8	8	8	/	/	-	8	8	8	8	8	/	/	-	10	9	10.5	8	8	/	/	+7.5	8	13	7.5	8	8	/			+8.5	53.5
Code					/	/		-2																	CA	CA	200	2.50					-2	CA	100					-4		
APRIL	30					1			2	3	4	5	6	7	8		9	10	11	12	13	14	15		16	17	18	19	20	21	22		23	24	25	26	27	28	29			
Hrs.	8					/	+5		8	8	8	8	8	/	/	-16	8	8	11.5	10	8	/	/	+6	8	8	7	8	8	/	/	+7	8	8	8	8	8	/	/	-	+18	50.5
Code						/	-5					CO	CO						CA					-0.5			H					-4								-21		
MAY		1	2	3	4	5	6		7	8	9	10	11	12	13		14	15	16	17	18	19	20		21	22	23	24	25	26	27		28	29	30	31						
Hrs.		8	8	8	4	/	/	-4	8	8	8	8	8	/	/	-24	8	13	10	8	8	/	/	+7	8	10.5	7	8	8	/	/	+2.5	8	9	10	8				+9.5	31	
Code					100				CO	CO	CO								CC	CA					CC	100						-1	H	CC	HRC					-29		
JUNE				1	2	3			4	5	6	7	8	9	10		11	12	13	14	15	16	17		18	19	20	21	22	23	24		25	26	27	28	29	30				
Hrs.				8	/	/	+3		8	8	8	8	8	/	/	-	8	8	9	8	8	/	/	+1	8	9	9.5	8	8	/	/	+2.5	8	8	8	8	5	/			+6.5	37.5
Code					/	/													HRC						CA	H									CO	CO				-0		
JULY	30	31				1			2	3	4	5	6	7	8		9	10	11	12	13	14	15		16	17	18	19	20	21	22		23	24	25	26	27	28	29			
Hrs.	8	8				/	-11		8	8	8	8	8	/	/	-	8	10	8	8	7	/	/	-1	8	13	6	8	8	/	/	+7	8	8	8	5	8	/	/	-19	+9	13.5
Code						/						H							CA		100			+2		CA	200	200				-2			CO	CO	CO			-33		
AUGUST			1	2	3	4	5		6	7	8	9	10	11	12		13	14	15	16	17	18	19		20	21	22	23	24	25	26		27	28	29	30	31					
Hrs.			8	8	8	/	/	-	8	8	9	7	8	/	/	+1	4	10	11	8	9	/	/	-4	8	8	8	8	8	/	/	-	8	8	8	8	8				+7	15.5
Code					/	/					CA	100					-1	100	CA	CA				+6	8	8	8	8	8	/	/					CO					-5	
SEPTEMBER				1	2				3	4	5	6	7	8	9		10	11	12	13	14	15	16		17	18	19	20	21	22	23		24	25	26	27	28	29	30			
Hrs.				/	/		-8		8	8	8	7	8	/	/	-1	8	8	8	4	8	/	/	-	8	8	11	8	5.5	/	/	+3	8	8	8	8	8	/	/	-	+3	7
Code				/	/				H		100									(45)						CA	200					-2.5									7/5	
OCTOBER	1	2	3	4	5	6	7		8	9	10	11	12	13	14		15	16	17	18	19	20	21		22	23	24	25	26	27	28		29	30	31							
Hrs.	8	8	7	8	8	/	/	-1	8	8	8	8	8	/	/	-	8	9	8	4	8	/	/	+1	8	8	8	8	8	/	/	+4	8	8	8					+7	13	
Code			100					+2											CA	(45)					8	8	8	8	8	/	/				400					-1		
NOVEMBER			1	2	3	4			5	6	7	8	9	10	11		12	13	14	15	16	17	18		19	20	21	22	23	24	25		26	27	28	29	30					
Hrs.			8	4	/	/		-4	8	8	8	8	8	/	/	-	8	8	7.5	8	8	/	/	+1.5	8	8	10	8	8	/	/	+2	8	8	8	8	8				10.5	
Code				100															H	CA						CA	H	H														
DECEMBER	31				1	2			3	4	5	6	7	8	9		10	11	12	13	14	15	16		17	18	19	20	21	22	23		24	25	26	27	28	29	30			
Hrs.					/	/		-																																		
Code					/	/																																				

NAME

Marc Off Payoff 13 days vacation CLASSI
12.5 hrs. comp off

CLASSIFICATION

Admin Asst to the
city mar

CLOCK NO. _____

acct no. 6

CODE

1983 ATTENDANCE RECORD

 ** WORK SAFELY **
 ** TODAY **
 ** TOMORROW **
 ** & **
 ** ALWAYS **

DA - Sick F - Funeral Leave WC - Worker's Compensation
 P - Personal Business V - Vacation Leave T - Tardy (Late)
 C - Compensatory Time LA - Leave of Absence S - Special Leave Without Pay
 JD - Jury Duty H - Holiday

MRC - Human Rel. Com.
 CC - City Commission

CPC City Ping Com.

	M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S		M	T	W	T	F	S	S		Mo	Bal.
JANUARY	31				1	2			3	4	5	6	7	8	9		10	11	12	13	14	15	16		17	18	19	20	21	22	23		24	25	26	27	28	29	30			
Hrs.	8				/	/	-		8	8	8	8	8	/	/	-	8	8	7	10	7	/	/	+2	8	8	10	8	8	/	/	+2	8	9	8	8	8	/	/	+1	3	3
Code																			100	CA	100		-2			CA							CA									
FEBRUARY		1	2	3	4	5	6		7	8	9	10	11	12	13		14	15	16	17	18	19	20		21	22	23	24	25	26	27		28									
Hrs.		8	8	8	8	/	/	-	8	9.5	7.5	8	8	/	/	+1.5	8	8	10	8	8	/	/	+2	8	9	8	8	8	/	/	+1	8								4	7
Code										CA	2.5		H			-1.5			CA						H	CA																
ICH		1	2	3	4	5	6		7	8	9	10	11	12	13		14	15	16	17	18	19	20		21	22	23	24	25	26	27		28	29	30	31						
Hrs.		8	8	8	8	/	/	-	7	8	7	11	8	/	/	-2	8	8	8	7	1	/	/	+1	8	10	8	8	8	/	/	+2	8	11	8	8					7	7
Code									100		100	CA				+3			CA	100				-1		CA	100															
APRIL					1	2	3		4	5	6	7	8	9	10		11	12	13	14	15	16	17		18	19	20	21	22	23	24		25	26	27	28	29	30				
Hrs.					8	/	/	+3	8	8	8	8	8	/	/	-	8	7.5	8	8	8	/	/	+1	8	10	10.5	8	8	/	/	5	+4.5	8	8	8	8	3			15	24
Code					H														CA	100			-1.5			CA																
MAY	30	31				1			2	3	4	5	6	7	8		9	10	11	12	13	14	15		16	17	18	19	20	21	22		23	24	25	26	27	28	29			
Hrs.	8	9				/	+4.5	10.5	8	6.5	3	8	6	/	+8.5	9.5	12	8	8	8	/	/	+5.5	9	7.5	8	8	8	/	/	+6.5	8	11	8	8	8	/	/	+3	13	57	
Code	H	CA						CA		100	3.5		CA		-6.5	CA	CA							CA	100	CA						-1.5	CA		CA							
JUNE			1	2	3	4	5		6	7	8	9	10	11	12		13	14	15	16	17	18	19		20	21	22	23	24	25	26		27	28	29	30						
Hrs.			8	8	8	/	/	+1	8	10	12	8	8	/	/	+6	8	8	10.5	7.5	8	/	/	+2.5	8	8	9	8	8	/	/	-8	8	8	8	7.5				12	39	
Code									CA	CA								CA	2.5					-1.5	CA		CA															
JULY				1	2	3			4	5	6	7	8	9	10		11	12	13	14	15	16	17		18	19	20	21	22	23	24		25	26	27	28	29	30	31			
Hrs.				2	/	/	-6.5	8	8	8	8	8	/	/	-	8	8	8	8	8	/	/	-	8	9	9	8	8	/	/	+2	8	8	8	10	8	/	/	+2	-10.5	28.5	
Code				CA				H																	CA	CA						CA		CA								
AUGUST	1	2	3	4	5	6	7		8	9	10	11	12	13	14		15	16	17	18	19	20	21		22	23	24	25	26	27	28		29	30	31							
Hrs.	8	8	8	8	8	/	/	-	8	8	8	7	8	/	/	-1	8	8	7.5	8	8	/	/	+1.5	8	10.5	8	8	8	/	/	+2.5	8	12	6					+4	31.5	
Code																			CA						CA									CA	2.5					-1		
SEPTEMBER				1	2	3	4		5	6	7	8	9	10	11		12	13	14	15	16	17	18		19	20	21	22	23	24	25		26	27	28	29	30					
Hrs.				8	8	/	/	+4	8	8	8	8	8	/	/	-	8	8	10.5	8	8	/	/	+2.5	8	14	7	10.5	8	/	/	+8.5	8	11.5	10	8	8				+15	27.5
Code				CA	CA			-1.8	H	V	V	V	V				V		CA							CA	100	CA					-1	CA	CA							-19
OCTOBER	31				1	2			3	4	5	6	7	8	9		10	11	12	13	14	15	16		17	18	19	20	21	22	23		24	25	26	27	28	29	30			
Hrs.	8				/	/	+5.5	8	8	7	8	7	/	/	-2	8	8	8	8	8	/	/			8	8	11	8	8	/	/	+3	8	8	8	8	8	/	/	-	+8.5	34
Code																																										-2
NOVEMBER		1	2	3	4	5	6		7	8	9	10	11	12	13		14	15	16	17	18	19	20		21	22	23	24	25	26	27		28	29	30							
Hrs.		9	8	8	8	/	/	+1	8	8	8	8	8	/	/	-	8	8	11	8	8	/	/	+3	8	8	8	8	8	/	/	-	8	8	8					+4	30	
Code		CA			CA			-8											CA															CA							-8	
DECEMBER				1	2	3	4		5	6	7	8	9	10	11		12	13	14	15	16	17	18		19	20	21	22	23	24	25		26	27	28	29	30	31				
Hrs.				8	8	/	/	+2	8	8	8	8	8	/	/	-	8	8	10.5	8	8	/	/	+2.5	8	7.5	8	8	8	/	/	+1.5	8	6	8	8	8	/	/	-	+6	28
Code								-8											CA							CA							H								-8	

NAME MARC A. OTT

CLASSIFICATION Admin. Asst. to City Manager

CLOCK NO.

ANNUAL ATTENDANCE RECORD - 1982

- Sick

- Personal Business

- Compensatory Time

- Jury Duty
- F - Funeral Leave

V - Vacation

LA - Leave of Absence

H - Holiday
- WC - Workman's Comp.

T - Late

S - Special Leave w/o Pay

HO - Friday Homework
- CPC - City Planning Com.

CC - City Com.

#/C - Comp Used

SB - School Board

	O.T.							O.T.							O.T.							O.T.							MO.		TOT.					
	M	T	W	T	F	S	S	ACC.	M	T	W	T	F	S	S	ACC.	M	T	W	T	F	S	S	ACC.	M	T	W	T	F	S	S	ACC.	ACC.	ACC.		
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HRS.																																	8	11.5		
CODE																																	CA			
EMBER		1	2	3	4	5		6	7	8	9	10	11	12		13	14	15	16	17	18	19		20	21	22	23	24	25	26		27	28	29	30	31
HRS.		8	8	8	/	/		3.5	8	8	8	8	8	/		-	8	8	9	8	8		1	8	1.5	8	8	5	/	/		1.5	8	8	8	8
CODE																																				

NAME Marc Ott

CLASSIFICATION Admin Asst to the City Mgr