



# CITY OF SALEM

In City Council,

Ordered:

January 12, 2023

That the sum of Five Thousand, Two Hundred Fifty-Five Dollars and Fifteen Cents (\$5,255.15) be approved within the "Retirement Stabilization Fund-Vacation/Sick Leave Buyback" account (83113-5146) to be expended for the FY 2023 buyback(s) listed below in accordance with the recommendation of His Honor the Mayor.

Name	Department	Amount
Kathleen McMahon	Treasurer	\$ 1,194.58
Victoria Caldwell	Solicitor's Office	\$ 4,060.57
		<b>\$ 5,255.15</b>

In City Council January 12, 2023  
Referred to the Committee on Administration and Finance

ATTEST:

ILENE SIMONS  
CITY CLERK



## CITY OF SALEM, MASSACHUSETTS

Robert K. McCarthy  
Acting Mayor

January 12, 2023

To the City Council  
City Hall  
Salem, Massachusetts

Ladies and Gentlemen of the Council:

Enclosed herewith is a request for an appropriation of Five Thousand, Two Hundred Fifty-Five Dollars and Fifteen Cents (\$5,255.15) appropriated in the "Retirement Stabilization Fund-Vacation Sick/leave buyback account (83113-5146) to fund the retirement buyback cost to be expended for FY 2023.

Name	Department	Amount
Kathleen McMahon	Treasurer	\$1,194.58
Victoria Caldwell	Solicitor's Office	\$4,060.57
		Total: \$5,255.15

I recommend passage of the accompanying Order.

Very truly yours,

  
Robert K. McCarthy  
Acting Mayor



# CITY OF SALEM MASSACHUSETTS

**KIMBERLEY L. DRISCOLL**  
MAYOR

**LISA B. CAMMARATA**  
DIRECTOR OF HUMAN  
RESOURCES

HUMAN RESOURCES  
98 WASHINGTON STREET, 3<sup>RD</sup> FLOOR  
SALEM, MASSACHUSETTS 01970  
TEL. 978-619-5630  
FAX 978-745-7298

## MEMORANDUM

**TO:** Anna Freedman, Director of Finance  
**DATE:** December 20, 2022  
**RE:** Retirement Stabilization Fund

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Attached you will find a retirement buyback for a former employee of the Treasurer's Department.

This former employee is entitled to the following amount of vacation buyback.

**Kathleen McMahon**

22.8318 vacation hours @ \$52.3209 per hour **\$1,194.58**

**Total: \$1,194.58**

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

LBC

**CITY OF SALEM**  
**APPROVAL-SICK DAYS/VACATION BUY-BACK**

From: Department Treasurer's

Date 12/5/22

Authorized Signature: \_\_\_\_\_  
Department Head/City or Business Manager/School

NAME: Kathleen McMahon

**CALCULATION**

VACATION HOURS # 22.8318 @ \$ 52.3209 = \$ 1,194.58

SICK HOURS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

PRO-RATED STIPENDS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

OTHER # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Amount Due: \$ 1,194.58

Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - 12/5/22

**For Human Resources's Use Only:**

- ☒ VACATION HOURS  
☐ SICK HOURS  
☐ PER ACCRUAL REPORT  
☐ OTHER

Org and Object: 83113 - 5146

**Recommendation:**

☐ Approved

\_\_\_\_\_  
H R Director/City or Superintendent/Schools



# CITY OF SALEM MASSACHUSETTS

**KIMBERLEY L. DRISCOLL**  
MAYOR

**LISA B. CAMMARATA**  
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## MEMORANDUM

**TO:** Anna Freedman, Director of Finance  
**DATE:** December 20, 2022  
**RE:** Retirement Stabilization Fund

\*\*\*\*\*

Attached you will find a retirement buyback for a former employee of the Solicitor's Department.

This former employee is entitled to the following amount of vacation buyback.

**Victoria Caldwell**

70 vacation hours @ \$58.0081 per hour	\$4,060.57
<b>Total:</b>	<b>\$4,060.57</b>

In accordance with the July 2008 Policy, I am requesting you verify the availability of the funds from the Retirement Stabilization Fund, prepare the Council Order, and continue the process in order that my staff can input the information in MUNIS and issue payments to this former employee upon Council approval.

Thank you for your cooperation, and if you should have any questions, please do not hesitate to contact me.

IBC

**CITY OF SALEM**  
**APPROVAL-SICK DAYS/VACATION BUY-BACK**

From: Department Solicitors

Date 12/22/22

Authorized Signature: \_\_\_\_\_  
Department Head/City or Business Manager/School

NAME: Victoria Caldwell

**CALCULATION**

VACATION HOURS # 70 @ \$ 58.0081 = \$ 4,060.57

SICK HOURS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

PRO-RATED STIPENDS # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

OTHER # \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Amount Due: \$ 4,060.57  
Please attach corresponding PAF or other backup to this sheet.

Reason: Retirement - 12/23/22


**For Human Resources's Use Only:**

- ☒ VACATION HOURS
- ☐ SICK HOURS
- ☐ PER ACCRUAL REPORT
- ☐ OTHER

Org and Object: 83/13 - 5/46

Recommendation:

☒ Approved

  
\_\_\_\_\_  
H R Director/City or Superintendent/Schools