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MEMORANDUM

DATE: July 3, 1995
TO: Sr. Ann Francis
FROM: Mary J. Campbell *Mary J. C.*
RE: Phoenix Sister Cities (Paula West, 602-534-3751)

No formal written personnel policies, but they do have a staff of:
1 Director
3 permanent FT employees (on salary)
1 FT receptionist (Paid by city)

The Director, Paula West, reports to the Deputy City Manager and the Board of Sister Cities. Sister Cities is a quasi-city relationship. Paula is paid salary and the emphasis is on economic but there is NO commission paid for work brought into the city. They feel that is against the values of Sister Cities.

Health benefits are paid for all, but the receptionist has City health benefits the others do not have, though they do fill out a city personnel application blank to be hired.

There is 1 weeks vacation the first 6 months of hire; 2 weeks after 1 year. The way in which the employees "get something extra" is the flexibility shown in giving them extra time off if they have had a busy week-end filled with chauffeuring delegates, etc., or allowing them to come in at 9:30 a.m. if they were out till 11:00 with delegates.

Paula West's advice is to stay clear of any type of commission for any work and any type of extra pay given for special reasons.

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