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## 7C Part-time Liquor Store Employees

Meeting: January 3, 2023

Prepared by: Rachel Kytonen, City Administrator

Liquor Store Manager Mark Piper's last day is Friday, January 13. With the promotion of April White to interim Liquor Store Manager, this leaves a 40/hour per week void to fill at the Liquor Store.

In discussions with interim Liquor Store Manager April White, she does not foresee having to hire any additional part-time employees due to the current part-time employees picking up some more hours. She also reiterated that the next few months are historically slower than the rest of the year.

However, if she needs to hire an additional part-time employee later in the year, the following explains how this would impact the budget:

Most part-time employees at the liquor store work 15-20 hours per week. The part-time employees have hourly rates ranging from \$15.45 per hour to \$16.42 per hour based on where they are at on the salary schedule. The part-time employees do not receive overtime pay even if their hours increase. Five more hours per week at \$15.45/hour is an additional cost of \$77.25/week; and at \$16.42/hour is \$82.10 per week (total \$160 per week for the additional 10 hours).

The Liquor Store has one full-time clerk who works 40 hours per week with an hourly rate of \$16.93 per hour and does receive benefits. There are not any plans to give her any overtime. If we would give 15 hours/week of overtime to this employee, her overtime rate is \$25.40/hour. Fifteen hours of overtime would cost the city an additional \$381 per week.

Mark has an hourly rate of \$32.31 per hour; April's rate is \$26.09 per hour. This difference in the hourly rate leads to a \$250/week savings to the city. If April needs to hire one part-time employee, at a Step 1 rate of \$15.45/hour at 15 hours/week, the cost is \$231.75 per week. So, you can see hiring one part-time liquor store employee will not increase the liquor store salary budget.

If April needs to hire one additional part-time employee to work 15 hours/week, the city will not incur any additional costs based on the savings the city will see from Mark's resignation, and it will cost less than giving overtime to the one full-time liquor store clerk.

**Proposed motion:** Authorize April White to hire one additional part-time employee in 2023 if needed.