

City of Waltham

Jeannette A. McCarthy
Mayor

CITY OF WALTHAM
CITY CLERK'S OFFICE
2018 JUN -7 A 11:22
RECORDED

June 7, 2018

TO: The City Council

RE: Transfer Request – HR – Pre-Employment Physicals

Dear Councillors:

I respectfully request a transfer in the amount of \$12,000.00 for pre-employment physical expenses for the remainder of FY2018. This request is for new hires including eight (8) firefighters awaiting entrance to the Fire Academy.

FROM:

HR-Work Comp Medical	#001-912-5200-5306	\$12,000.00
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TO:

HR-Pre-Employment Physicals	#001-152-5400-5306	\$12,000.00
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Attached is a copy of a letter that was received from the HR Director, Kristin Murphy. Ms. Murphy will be available to answer questions concerning this request.

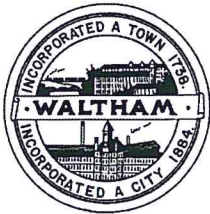
Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosure

cc: Kristin Murphy



**CITY OF WALTHAM
MASSACHUSETTS**

119 SCHOOL ST., WALTHAM, MASSACHUSETTS 02451
781-314-3355 FAX 781-314-3358
E-MAIL - KMURPHY@CITY.WALTHAM.MA.US

KRISTIN MURPHY
HUMAN RESOURCES DIRECTOR
WORKERS' COMPENSATION AGENT

RECEIVED
JUN 05 2018
MAYOR'S OFFICE

June 4, 2018

Mayor Jeannette McCarthy
City of Waltham
610 Main Street
Waltham, MA 02451

Dear Mayor,

I respectfully request an additional appropriation in the amount of \$12,000.00 for the Account 001-152-5400-5306 Medical pre-employment.

At this time I have exhausted all available funds. Additional funds are needed for pre-employment physicals for new hires, including the 8 firefighter vacancies. Pre-employment testing will be done this fiscal year as it is required to enroll them in the academy. The academy currently has a waitlist, so they will not start work until next fiscal year.

I will be available to answer any questions you may have regarding this request.

Sincerely,

Kristin Murphy
Human Resources Director
City of Waltham