

CITY OF KNOXVILLE, ILLINOIS
RESOLUTION FOR FULL-TIME EMPLOYMENT
Beginning October 16, 2017

Employee's Name: Scott Reynolds

Position: Utility Employee

Line of Supervision: Supervisor of Public Works; GCSE/DEO; Mayor; Council

Designated Work Week: 4:15pm Friday-4:15 pm Friday 7 days

Regularly Scheduled Hours per Week/Period: 40 hours

Job Description: See Attached Sheet

Applicable Sections of Personnel Policies: Section II, Full-Time

Regular Rate of Pay: Thirteen dollars and fifty cents (\$13.50) per hour

Special Notations: Wear orange when working in public traffic areas.

Enclosed are two copies of a Resolution for Full-Time Employment which was approved by the Knoxville City Council on October 16, 2017. Attached to one copy of the Resolution are:

1. Your Job Description, and
2. The applicable sections of the Personnel Policies (Resolutions No. 86-1 and No. 02-02 as amended from time to time).

These items constitute the basis on which you are offered full-time employment by the City of Knoxville. This Resolution for full-time employment is for your continuing employment with the City subject to your satisfactory completion of the probationary period of your release from employment under the provisions of the personnel policies. It may be amended from time to time if any condition of your employment changes, i.e., your work assignment or rate of pay.

Date _____ Signed _____
City Clerk

If you desire to accept employment under these terms, date and sign both copies of the resolution for full-time employment and return the separate copy to the City Clerk's office by **October 27, 2017**. Keep the copy with attachments.

Date _____ Signed _____
Employee

If you do not sign this resolution for full-time employment and return the separate copy to the City Clerk's office by **October 27, 2017**, this resolution will be null and void and the City's offer for your employment will be withdrawn.