

CITY OF KNOXVILLE, ILLINOIS  
RESOLUTION FOR **FULL-TIME** EMPLOYMENT  
Beginning May 6, 2024

Employee's Name: Michael Duncan

Position: Police Patrol Officer

Line of Supervision: Department Head Employee; GCSE/DEO; Mayor; Council

Designated Work Week/Period: 11:01 pm Saturday through 11:00 pm Saturday 7 days

Regularly Scheduled Hours per Week/Period: 40 hours per week

Applicable Section of Personnel Policies: Sections I and II-Full-time

Job Description: See attached Sheet

Regular rate of Pay: Twenty dollars (\$20.00) per hour

Special Notations: Employment conditions subject to the 2011 Revised Rules and Regulations and General Orders for the Knoxville Police Department which shall take precedence over the personnel policies.

Enclosed are two copies of a Resolution for Full-time Employment which was approved by the Knoxville City Council on May 6, 2024. Attached to one copy of the Resolution for Employment is:

- 1. Your job description

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 **May 17, 2024**. Keep copy with attachments.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Employee

If you do not desire to accept employment under these conditions, and do not sign the acceptance statement and return the separate copy of this Resolution for Employment to the City Clerk's Office by **May 17, 2024** this offer for employment will be null and void.