

CITY OF KNOXVILLE, ILLINOIS  
RESOLUTION FOR PART-EMPLOYMENT  
April 7, 2025 through April 30, 2026

Employee's Name: Cooper Ray

Position: Grounds Maintenance Worker

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

Designated Work Week/Period: 4:15 pm Friday —4:15 pm Friday 7 days

Regularly Scheduled Hours per Week/Period: Part-time "As Needed"

Applicable Section of Personnel Policies: Section I and III, Part-time

Job Description: See attached Sheet

Regular rate of Pay: Fifteen dollars (\$15.00) per hour

Special Notations: Wear orange when working in public traffic areas  
Notwithstanding any contrary language in this resolution and the City of Knoxville's personnel policies, all part time City employees are probationary employees for a period of ninety days from the date of hire, and during their probationary period, may be terminated "at will" without cause or hearing.

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Enclosed are two copies of a Resolution for Employment which was approved by the Knoxville City Council on April 7, 2025. Attached to one copy of the Resolution for Employment are:

- 1. Your job description, and
- 2. The applicable section of personnel policies (Resolutions No. 86-1; 02-02).

These items constitute the basis on which you are offered employment by the City of Knoxville for the period specified above.

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

City Clerk

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If you desire to accept employment under these terms, sign both copies of the Resolution for Employment immediately following this paragraph and return the separate copy to the City Clerk's office by April 21, 2025. Keep the copy with attachments. I have reviewed the two copies of the Resolution for Employment, Job Description and applicable section of the Personnel Policies. I desire to accept employment with the City of Knoxville for the period specified above under the terms set forth in these materials.

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 April 21, 2025 this offer for employment will be null and void.