

CITY OF KNOXVILLE, ILLINOIS  
RESOLUTION FOR PART-TIME EMPLOYMENT  
May 18, 2026 through April 30, 2027

Employee's Name: Heather Schwabe

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: Part-time "As Needed"

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

Job Description: See attached Sheet

Regular rate of Pay: Twenty-one dollars and fifty cents (\$21.50) per hour

Special Notations: Employment conditions subject to the 2013 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 Employment which was approved by the Knoxville City Council on May 18, 2026. Attached to one copy of the Resolution for Employment is:

- 1. Your job description

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

\*\*\*\*\*

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 May 29, 2026. 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 May 29, 2026 this offer for employment will be null.