

Resolution No. 15-0537

**A RESOLUTION APPROVING A RATE OF PAY SCHEDULE FOR
PART-TIME COMMUNICATIONS SPECIALIST**

WHEREAS, the City of Windsor Heights currently employs a full-time position of communications specialist / deputy clerk; and

WHEREAS, this position provides numerous services and completes tasks and responsibilities that are unique to the position; and

WHEREAS, the incumbent, Danielle Hockenberry, has provided notice of intent to resign from the position effective May 15, 2015; and

WHEREAS, the separation is occurring on good terms; and

WHEREAS, the City is actively recruiting to fill the position, but likely will not have it filled prior to May 15th; and

WHEREAS, the City desires to utilize the services of Mrs. Hockenberry upon her last day of full-time employment, in a limited, task specific role, until which time a replacement has been hired and is trained, with tasks including, but not limited to: creating, drafting and updating the newsletters and other media and marketing materials, and providing the same for the website and City social media accounts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, STATE OF IOWA, that effective May 16, 2015, until which time either party provides written notice to the other of intent to no longer engage in the employment relationship outlined herein, Mrs. Hockenberry shall be compensated at a rate of \$40.00 per hour for all or partial hours actually worked as approved by the City Administrator.

Passed and Approved this 4th day of May, 2015

Diana Willits, Mayor

Attest: _____
Brett Klein, City Administrator