

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 10th day of August, 2015, by and between the City of Orlando, a Florida municipal corporation, hereinafter referred to as "the City", and **Amelia Harris**, hereinafter referred to as "Contractor."

WITNESSETH:

WHEREAS, the City is desirous of retaining the services of a **Staff Assistant**, the position being on a full time basis for a definite length of time with duties, responsibilities and qualifications as defined in "Exhibit A" attached; and

WHEREAS, Contractor wishes to obtain employment with the City to perform the duties and responsibilities of **Staff Assistant** for a definite length of time by contract;

NOW, THEREFORE, in consideration of these premises and of good and sufficient consideration, the parties do hereby covenant and agree to the following:

1. The City hereby agrees to employ Contractor and Contractor agrees to be employed by the City as a **Staff Assistant** to perform the duties and responsibilities as set forth in "Exhibit A", attached hereto, for a period to commence on the 10th day of August, 2015, and terminate on the 30th day of September, 2016; however, this Agreement may be terminated earlier, as provided below.

2. The parties agree that the duties of the Contractor may be changed from time to time by the mutual consent of the City and the Contractor. Notwithstanding any change, the employment of the Contractor shall be construed as continuing under this Agreement as modified.

3. In consideration for the services provided by the Contractor, the Contractor shall be paid by the City at the rate of \$14.00 per hour, to be computed and paid on a bi-weekly basis. This sum may be increased during the term of this Agreement as provided for in City policy. The agreed compensation is for a basic work week of forty (40) hours. If the Contractor is required by the City to work for more than forty (40) hours in any week (0001 a.m. Sunday through midnight Saturday), she shall be compensated at the appropriate overtime rate in accordance with existing City policy and as required by the Fair Labor Standards Act.

4. The Contractor agrees to devote her entire productive time, ability and attention to the business of the City during the term of this contract. The Contractor shall not directly or indirectly render any services of a business, commercial or professional nature to any other person or organization, whether for compensation or otherwise, without the prior written consent of the City.

5. The Contractor shall be entitled to all City benefits otherwise provided to non-exempt/technical/clerical level employees as outlined in City Policy and Procedure 808.9.

6. The Contractor agrees to abide by and comply with all state and federal statutes, City ordinances and rules, regulations, policies and procedures of the City during the term of her employment.

7. If Contractor breaches any of the terms of this Agreement or fails to fully perform her duties and responsibilities, she may be subject to immediate disciplinary action by the City up to and including termination of her employment. Such discipline shall be in addition to, and shall not prejudice, any other remedy to which the City may be entitled either at law, in equity, or under this Agreement.

8. In addition to the provisions for termination as set forth in paragraph 7 of this Agreement, this Agreement may be terminated by either party upon thirty (30) days written notice.

9. In the event of the termination of this Agreement prior to the completion of the term of employment specified in Paragraph One (1), the Contractor shall be entitled to the compensation earned through to the time of termination, computed pro rata. Contractor shall be entitled to no further compensation as of the date of termination.

10. This Agreement contains all terms and conditions agreed upon by the parties. No other agreement, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind either of the parties hereto.

11. The validity, interpretation, construction and effect of this Agreement shall be in accordance with and governed by the laws of the State of Florida, only. Should any litigation occur as a result of or in conjunction with this Agreement, any such disputes shall be litigated in Orange County, Florida. In the event any provision hereof is determined to be unenforceable or invalid, such unenforceability or invalidity shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect. To that extent, this Agreement is deemed severable.

[Bottom of page left blank intentionally]

IN WITNESS WHEREOF, the undersigned have executed this Agreement the day and year first above written.

CITY OF ORLANDO:

Mayor/Pro Tem

ATTEST:

Celeste Brown, City Clerk

APPROVED AS TO FORM AND LEGALITY
For the use and reliance of the City of Orlando,
Florida, only

_____, 2015

Chief Assistant City Attorney
Orlando, Florida

WITNESSES:

CONTRACTOR:

Print Name: _____

Amelia Harris

Print Name: _____

EXHIBIT A

JOB DESCRIPTION: PKZ STAFF ASSISTANT/YOUTH ACTIVITY COORDINATOR

BENEFIT GROUP: SWN

JOB CODE: COG05

PAY GRADE: S20

AUTHORIZED STRENGTH: 40

PAY RANGE: Min: \$12.57 per hour
Mid: \$15.71 per hour
Max: \$18.85 per hour

NATURE OF WORK:

Performs varied, complex secretarial and/or clerical work of above average difficulty and usually of a specialized nature and involves complicated and varied procedures or work methods, and permit reasonable initiative and independent judgment. The primary functions of this classification are maintaining complex records, gather and develop statistical data for reports, provide information/customer service, interview, and verify technical information. Positions require the application of specialized knowledge in interpretation of ordinances, rules, regulations, or procedures, working independently on certain assignments, and/or overseeing the work of a small clerical staff performing routine repetitive duties. Most positions require proficiency in typing. Work is performed according to general instructions and/or established guidelines, which apply to most usual work situations. Work problems involving significant departure from standard policy or procedure are reviewed with Supervisor for final determination. Work is generally reviewed through random spot checks of records or discussion of problems; however, unusually important or complicated assignments are checked in detail upon completion. Assists Youth Development Coordinator with creation of comprehensive, holistic programs for at-risk youth including the development of training/enrichment opportunities, health & wellness and athletic programming.

EXAMPLES OF WORK PERFORMED:

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Classifies, codes, consolidates, and posts information for confidential or technical reports (i.e., minutes, reports, documentary files, inspections, permits and licenses, and other complicated documents) in an established filing system containing varied subject matter files; may also index and file material; may retrieve information from microfilm/microfish. Compiles data within specific accounting area for preparation of financial reports and statements using JD Edwards; assembles and compiles data used for preparing budgets and prepares reports as required. Gathers and organizes information from various sources (i.e., index cards, logs, work orders, reports, etc.) and types statistical reports. Researches varied records and files, retrieves and provides information according to department policy; may summarize data and prepare reports. May interview and assist persons in completing applications for employment. May take dictation and transcribe memorandums, statements, reports, minutes and other material. Types and transcribes lengthy technical, statistical, and/or financial information

using word processing equipment. Creates forms, formats, statistical graphs, charts, and other unique typing jobs; reviews and reconstructs material for proper format, grammar, continuity, and punctuation to ensure final document is complete and accurate. Establishes and maintains electronic document retention files to include the identification, indexing, and storage of information on appropriate diskettes. Attends meetings and conferences; takes and transcribes minutes and makes the necessary distributions. Composes and types correspondence of a routine nature; revises and develops formats for forms and reports. Collects and organizes data from various sources and prepares routine and periodic reports; may tabulate and verify totals. Establishes and maintains a comprehensive filing system; maintains and updates office manuals. Receives telephone calls and provides information regarding the operations and procedures of the assigned area; refers difficult or unusual situations to supervisor; may perform office reception duties. Answers difficult inquiries and customer complaints, explains functions and services of department; requests action from proper department and records action taken/results obtained. Maintains appointment calendar and schedules appointments as instructed; advises supervisor of important meetings; makes travel arrangements as requested. Maintains time and attendance records and may prepare payroll for the supervisor's signature. Monitors office supply inventory and prepares requisitions for supplies, printing and other services. May assign and check work of small clerical staff. May operate word processor, computer terminal and other office equipment. Seek out and develop mentoring opportunities for youth with partner organizations; Create opportunities which encourage students to increase physical activity; Assists with develop opportunities for youth to improve their health through comprehensive nutrition education. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of English composition, general math, and office practices and procedures. Some knowledge of effective supervisory techniques may be required. Skilled in providing excellent customer service. Ability to type and operate personal computer, various office equipment and software/programs such as: scanners, copiers, etc. Ability to sit and operate a personal computer for extended periods of time. Ability to work independently, maintain confidentiality and adhere to established routines and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to learn codes/procedures of assigned area, and to maintain moderately complex records. Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATION REQUIREMENTS:

High school diploma plus two (2) to three (3) years clerical and/or secretarial experience; or an equivalent combination of education and experience. Driver license maybe required depending on area of assignment. REVISED: 3/13/92 - SV 6/11/96 - note added 10/1/96 12/17/98 - MCT 7/16/02 - VCJ 9/09/02 - MGR added to typing speed 2/1/2005- MGR Modified typing speed 11/3/06 Driver license info added 7/28/09 MGR modified typing speed per study results.