

## **EMPLOYMENT AGREEMENT**

**THIS AGREEMENT**, made and entered into 12<sup>th</sup> day of November, 2018, by and between the City of Orlando, a Florida municipal corporation, hereinafter referred to as "the City", and **Cynthia Schmidt**, hereinafter referred to as "Contractor."

### **WITNESSETH:**

**WHEREAS**, the City is desirous of retaining the services of a **PKZ Academic Coordinator**, 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 **PKZ Academic Coordinator** 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 **PKZ Academic Coordinator** to perform the duties and responsibilities as set forth in "Exhibit A", attached hereto, to commence on or about December 17, 2018, and terminate on September 30, 2019; 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 an annual salary of \$79,000.00 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. Contractor will not be entitled to any overtime wage payments.
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 administrative professional 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 above, 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.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement the day and year first abovewritten.

**CITY OF ORLANDO**

\_\_\_\_\_  
Mayor/Pro Tem

ATTEST:

\_\_\_\_\_  
Denise Aldridge, City Clerk

Approved as to form & legality for the use and  
reliance of the City of Orlando, Florida only

November \_\_\_\_\_, 2018

\_\_\_\_\_  
Chief Assistant City Attorney

\*\*\*

WITNESS:

CONTRACTOR:

\_\_\_\_\_

\_\_\_\_\_  
Cynthia Schmidt

Print Name: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

Print Name: \_\_\_\_\_

## **EXHIBIT A**

Job Profile Name: **PKZ Academic Coordinator**

Job Code: XARM8

### **NATURE OF WORK:**

Performs professional level work to facilitate and support implementation and expansion of Student Advocate Program including recruitment, training and supervision of student advocates, creating tutoring/advising schedule based on a review of student data, conversations with school level staff, etc., quality review of accountability documents: Academic Success Plans, Progress Updates, creates a college portfolio system for grades 6 – 12 facilitated by the student advocates Work is performed under the supervision of the Children and Education Program Manager. Employee maybe required to work evenings, weekends, and holidays.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in social work, psychology, education, or other related field with three (3) years of academic program coordination or teaching experience. A Master's degree in social work, counseling, education, or other related field is desirable. Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook) required. Valid Florida Driver's License required.

Requires successful completion of a criminal background check.