



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 2/27/2025

File ID: TMP-5222

Department: Cemetery

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a Special Employee Agreement between the City of Huntsville and Sherry Jones. Resolution No.

Resolution No.

Finance Information:

Account Number: 1000-51-00000-501010-00000000

City Cost Amount: n/a

Total Cost: n/a

Special Circumstances:

Grant Funded: n/a

Grant Title - CFDA or granting Agency: n/a

Resolution #: n/a

Location: (list below)

Address:

District: District 1 District 2 District 3 District 4 District 5

Additional Comments:

RESOLUTION NO. 25-_____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into a Special Employee Agreement by and between the City of Huntsville and Sherry Jones, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as “Special Employee Agreement between the City of Huntsville and Sherry Jones,” consisting of two (2) pages plus one (1) additional page consisting of Attachment A with the date of _____, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of the said document being permanently kept on file in the Office of the City Clerk-Treasure of the City of Huntsville, Alabama.

ADOPTED this the ____ day of _____, 2025

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the ____ day of _____, 2025

Mayor of the City of Huntsville,
Alabama

**SPECIAL EMPLOYEE AGREEMENT
BETWEEN THE CITY OF HUNTSVILLE
AND SHERRY JONES**

STATE OF ALABAMA)
COUNTY OF MADISON)

SPECIAL EMPLOYEE AGREEMENT BETWEEN THE CITY OF
HUNTSVILLE AND SHERRY JONES

THIS AGREEMENT is made and entered into on the ___ day of _____, by and between Sherry Jones, an individual, (“Jones”) and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama (“City”),

WITNESSETH:

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1. Jones shall be employed by the City of Huntsville as a Special Employee in the Cemetery Department, and shall be classified as a “Special” Employee under the City’s Personnel Policies and Procedures Manual, and shall be under the direct supervision of the Director of Cemeteries. Jones’s duties as a Special Employee shall include all work described in “Attachment A” attached hereto and incorporated herein by reference.

2. In consideration of the services rendered hereunder, the City shall pay Jones at the rate of thirty-four dollars, fifty cents (\$34.50) per hour not to exceed an average of twenty-nine (29) hours per week, with the total sum not to exceed thirty-eight thousand dollars (\$38,000.00) per year, which shall be paid bi-weekly in accordance with the City’s regular payroll processing system. During the term of this agreement, Jones shall not receive any cost of living adjustment approved by the City Council for all other employees of the City except for those she receives as a retired City employee. In addition, Jones shall not receive any benefits available to any employee of the City. Jones shall have no authorization to incur any debt or obligation on behalf of the City.

3. The term of this contract shall be for a period of one year commencing on April 20, 2025.

4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

President of the City Council of
the City of Huntsville, Alabama
Date:

5. Except as specified herein, Jones shall be subject to all Policies applicable to part-time employees of the City of Huntsville.

6. Jones acknowledges that confidential information may be made available to her in connection with her work pursuant to this agreement. Jones agrees not to disclose the confidential information to any third party at any time following execution of this agreement. This clause shall survive the termination of this Agreement.

7. In addition, Jones shall not receive any benefits available to any employee of the City except those she receives as a retiree of the City.

8. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Sherry Jones, an Individual

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Tommy Battle
Mayor

ITS:

ATTEST:

BY: _____
Shaundrika Edwards
ITS: City Clerk

Attachment A

Duties required by Special Employee Agreement between City of Huntsville and Sherry Jones include the following:

- Meet with families and make burial arrangements.
- Assist the Cemetery Director with anything required and asked of me.
- Sell property, prepare burial sales agreements, prepare cemetery property deeds.
- Balance credit card statements.
- Assist with timecards (Kronos) for the department.
- Maintain Cemetery inventory records.
- Assist walk in patrons/customers.
- Bank deposits and reports for Clerk Treasurer. Balance end of month revenue reports for Cemetery property sales.
- Prepare property transfer documents.
- Assist with training the new Cemetery Analyst
- Receive and prepare paperwork for Cemetery sod and tree donations and follow the process until donation preference has been completed.
- Work with monument companies on foundation/monument issues and requests.
- Work with Funeral Homes and/or Funeral Directors for burial arrangements.
- Work with Legal Department as needed on legal issues that arise within our department, send documents for their review.
- Assist employees with uniform orders/allowance.
- Assist with Cemetery Stroll.
- Collect monies for opening/closing fees, sale of spaces, foundations, etc.
- Data entry into the Cemetery Access Program.
- Assist with budget items.

SPECIAL EMPLOYEE AGREEMENT COVER SHEET

Instructions:

- All special employee agreements submitted for review must have this Cover Sheet attached.
- Complete the cover sheet in its entirety. Include N/A when appropriate.
- Email the completed cover sheet along with all contractual documents (with attachments) to the Legal and Human Resources Departments.
- Once approved, the requesting department will add to the City Council agenda.

Date:		<i>Today's Date</i>
Requestor's Name:		<i>Your Name</i>
Requesting Department:		<i>Division/Department</i>
Requesting GL Code:		<i>Salary Account Number</i>
Individual/Employee Name:		<i>Individual/Employee Name from Agreement</i>
Termination Effective Date:		<i>Effective Date of Termination/Retirement</i>
Previous Rate of Pay:		<i>Rate of Pay at Termination/Retirement</i>
Agreement Rate of Pay:		<i>Rate of Pay in Agreement</i>
Agreement Effective Date:		<i>Estimated Effective Date of Agreement</i>
Renewal/New Agreement:		<i>Is this a renewal or new agreement?</i>

BRIEFLY STATE THE PURPOSE OF THIS AGREEMENT

LIST ANY BENEFITS PROVIDED IN THE AGREEMENT

TOTAL COST *(list the one-time and annual recurring cost of the agreement)*

• ONE-TIME: _____ ANNUAL: _____ OTHER: _____

• IF MULTI-YEAR AGREEMENT - BEGIN DATE: _____ END DATE or ongoing: _____

ADDITIONAL INFORMATION:

Is this agreement associated with any other contracts or agreements currently in effect with the City of Huntsville. If YES, provide date, vendor for original contract.

Yes No

Original Contract Date: _____ Vendor Name: _____

Approved as to Form

Approval: _____ Date: _____

****PLEASE NOTE – Information contained on this document may be subject to change upon approval.**