

**SPECIAL EMPLOYEE AGREEMENT  
BETWEEN THE CITY OF HUNTSVILLE AND  
KELLY PARSONS**

**SPECIAL EMPLOYEE AGREEMENT BETWEEN  
THE CITY OF HUNTSVILLE AND KELLY PARSONS**

**THIS AGREEMENT** is made and entered into on the 11th day of May, 2023, by and between Kelly Parsons, an individual, ("Parsons") and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama ("City"),

**WITNESSETH:**

1. Parsons shall serve as an employee of the Animal Services department and shall provide services in the position of Animal Care and Shelter Attendant. The scope of services to be performed by Parsons shall include the following: (see exhibit A attachment)
2. Parsons is hereby employed as a special employee of the City, working on a part- time basis, and as such, shall have no authorization to incur any debt or obligation on behalf of the City. Parsons shall participate in the Employees' Retirement System of the Retirement Systems of Alabama but shall not be entitled to any other employee benefits while working for the City. During the term of this agreement, Parsons shall report to the Director of Animal Services.
3. The term of this contract shall be for a period of one (1) year commencing on April 19, 2023 and continuing through April 18, 2024.
4. This contract may be terminated by either party upon fourteen days written notice being provided to the other party.
5. During the term of this Agreement, Parsons shall establish working hours to be approved by the Director of Animal Services. Parsons shall be paid an hourly rate of \$22.00 per hour, not to exceed an average of twenty-nine (29) hours per week, with the total sum not to exceed \$33,176 per year.
6. During the term of this Agreement, the City shall provide Parsons a parking space during work hours at a location determined by the City's Director of Parking and Public Transit.
7. Parsons shall receive reimbursement for mileage at the standard IRS mileage rate for 2023 (65.5 cents per mile) for miles driven on City business. Parsons shall be responsible for maintaining automobile liability insurance on any vehicle owned or leased by her and used while performing services for the City with minimum limits of \$100,000 for personal injury; \$100,000 property damage; and \$300,000 per occurrence. The said insurance shall be written so as to cover Parsons when she is performing the services set forth in this Agreement.

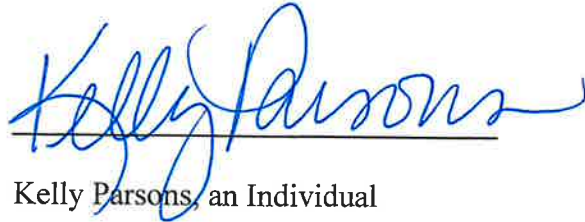
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President of the City Council of the City of  
Huntsville, Alabama  
Date: 05-11-2023

8. Parsons acknowledges that confidential information in the way of financial practices, internal activities and operations, may be made available to her in connection with work pursuant to this Agreement. Parsons 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.

9. 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.

  
Kelly Parsons, an Individual

CITY OF HUNTSVILLE, ALABAMA

ATTEST :

a municipal corporation

By: \_\_\_\_\_  
Shaundrika Edwards  
ITS: City Clerk

By: \_\_\_\_\_  
Tommy Battle  
ITS: Mayor