

**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-three dollars (\$33.00) per hour not to exceed an average of twenty-nine (29) hours per week, with the total sum not to exceed thirty-two thousand dollars (\$32,000.00) 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. 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, 2022.
4. This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

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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: \_\_\_\_\_

ITS: Kenneth Benion  
Clerk-Treasurer

## **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.