

RESOLUTION 1041

A RESOLUTION HIRING JENNIFER HARDEN AS ADMINISTRATIVE ASSISTANT FOR THE CITY OF WEST BRANCH, IOWA, SETTING THE SALARY FOR THE POSITION FOR FISCAL YEAR 2012-2013.

WHEREAS, the City of West Branch is interested in hiring Jennifer Harden as an administrative assistant.

BE IT RESOLVED by the Council of the City of West Branch, Iowa:

Section 1. That the City of West Branch, Iowa will hire Jennifer Harden as administrative assistant.

Section 2. The following person and position named shall be paid the hourly wage indicated and the City Clerk is authorized to issue warrants/checks, less legally required or authorized deductions for the amounts set out below, and make such contributions to IPERS and Social Security or other purposes as required by law or authorization of the Council:

Position	Name	Wage	Basic Hours
Administrative Assistant	Jennifer Harden	\$15.00/hour	40/week

SECTION 3. The above named employee is subject to the City of West Branch Personnel Policies and Procedures applicable to their department.

SECTION 4. The aforementioned employment agreement be and the same is hereby approved by the City Council of the City of West Branch, Cedar County, Iowa. Further, the Mayor and City Clerk are directed to execute said agreement on behalf of the City.

SECTION 5. This resolution will be effective upon final passage of the City Council.

SECTION 6. The hourly wage established in this resolution shall be effective upon final passage of the City Council.

Passed and Approved this 15th day of October, 2012.



Don Kessler, Mayor

ATTEST:



Matt Muckler, City Administrator/Clerk