

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING SETTING
FORTH THE TERMS UNDER WHICH SARAH WILLIAMSON WILL PROVIDE TOWN
CLERK SERVICES TO THE TOWN ON A TEMPORARY, PART TIME BASIS
FOLLOWING HER RETIREMENT

Resolution No. 154/2009-10

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Board hereby approves and authorizes the Town Manager to sign the attached Memorandum of Understanding between the Town and Sarah Williamson.

Section 2. Deputy Town Clerk Matt Efird shall perform the duties of the Town Clerk from the date of Ms. Williamson's retirement, July 1, 2010, until the date Ms. Williamson begins serving as Town Clerk in accordance with the attached Memorandum of Understanding, August 4, 2010. From that date until the conclusion of her services under that Memorandum of Understanding, Ms. Williamson will serve as Town Clerk.

Section 3. This resolution shall become effective upon adoption.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into this ____ day of _____, 2010, by and between the Town of Carrboro, and Sarah C. Williamson.

WHEREAS, Ms. Williamson has faithfully and competently served the Town of Carrboro as its Town Clerk for 38 years; and

WHEREAS, Ms. Williamson has announced that she will retire from her position as Town Clerk effective July 1, 2010; and

WHEREAS, Ms. Williamson has agreed to return to the Town's employment to assist the Town as a part time, temporary employee in accordance with the provisions of this Memorandum;

NOW THEREFORE, the parties to this Memorandum agree that, following her retirement, Ms. Williamson will provide services to the Town and be compensated for those services as follows:

1. From July 1, 2010 until August 4, the duties of Town Clerk will be fulfilled by Deputy Town Clerk Matt Efird or Deputy Town Clerk Sharmin Mirman, as designated by the Board of Aldermen.

2. From August 4, 2010, until November 30, 2010, or until a new Town Clerk is appointed (whichever occurs first), Ms. Williamson agrees to serve as Town Clerk in a part time capacity as provided herein. If a new Town Clerk is not appointed by November 30, 2010, the parties may agree to continue the arrangement set forth herein until a new Clerk is appointed.

3. Ms. Williamson will work approximately 22.5 hours per week, generally, 7.5 hours on Wednesdays, Thursdays, and Fridays. She will perform her typical duties, to the extent time allows, assisted as she currently is with day-to-day work by Deputy Town Clerk Sharmin Mirman. In particular, while she will not attend Board meetings, Ms. Williamson will prepare the minutes for Board meetings using the recordings of such meetings. She will also prepare the agendas for such meetings, along with other follow-up work associated with Board action. Her services may also include providing some training to the person hired as her successor.

4. For her services, Ms. Williamson will be compensated by the Town at the rate of forty-six dollars (\$46.00) per hour. Ms. Williamson will complete and submit time sheets recording her hours worked on a weekly basis and will be paid accordingly on the same schedule as other employees. Consistent with the Town's policies applicable to other temporary, part time employees, federal and state taxes will be withheld from her paychecks, and Ms. Williamson will not be entitled to any of the employee benefits provided for under the Town's personnel policies, other than Workers Compensation coverage.

5. Either party may terminate the arrangement provided for in this Memorandum at any time by providing written notice to the other party. Upon termination, Ms. Williamson shall be compensated in accordance with the terms of this Memorandum for all hours worked to the date of termination.

This Memorandum is executed the day and year first above written.

TOWN OF CARRBORO

By _____
Steven E. Stewart, Town Manager

Sarah C. Williamson