

## **Grand Rapids Public Utilities Scope of Services with Linda D. George**

- Term:** Employment is expected to begin on or around July 1, 2024, with completion of services expected by December 31, 2024.
- Employment Status:** Employee is considered a part-time temporary employee of Grand Rapids Public Utilities Commission (GRPUC).  
The FLSA classification is non-exempt.
- Services Provided:** Under the supervision of the Business Services Manager:
- Assist accounts payable, fixed assets, and project accounting functions and related accounting processes.
  - Assist payroll, benefits administration, billing major customers functions and associated accounting processes.
  - Assist general ledger and budget accounting functions and processes.
  - Assist with accounting related data clean-up and data entry tasks.
- Record of Time:** Time worked will be recorded and submitted to payroll.  
Time worked will be approved by the GRPU Business Services Manager.
- Payment:** The rate of pay will be \$40 per hour for up to 14 hours per week.
- Benefits:** This position will not qualify for holiday pay, PTO, PERA or Deferred Compensation.  
This position will not qualify or receive medical, dental, and life insurance.
- Payment Method:** Employee will be paid bi-weekly as defined in the GRPUC Personnel Policies manual.
- Expenses:** The employee shall be reimbursed for approved expenses related to the work being requested.
- Additional Items:** This scope of services document is not an all-inclusive list. The employee is expected to follow GRPU Personnel Policies.