

Grand Rapids Public Utilities

Scope of Services with Jean Lane

Term:	Employment is expected to begin on or around March 2, 2026, with completion of services expected by December 31, 2026.
Employment Status:	The individual is employed by the Grand Rapids Public Utilities Commission (GRPUC) as a part-time, temporary employee under the Minnesota Public Employees Retirement Association (PERA) Phased Retirement Option (PRO). The FLSA classification is exempt.
Services Provided:	<p>The employee will continue to provide services in the role of Business Services Manager under the direction and supervision of the General Manager.</p> <ul style="list-style-type: none">• Assist with completion of the annual audit• Provide additional training and support to the Finance Manager• Perform special projects as assigned by the General Manager
Record of Time:	<p>Time worked will be recorded and submitted to payroll.</p> <p>Time worked will be approved by the General Manager.</p>
Payment:	The rate of pay will be \$140.00 per hour for up to 60 hours per pay period in the months March-May and 40 hours per pay period in the months June-December. Total hours will not exceed 1,044.
Benefits:	<p>This position is not eligible for holiday pay, paid time off (PTO), PERA contributions, or Deferred Compensation. The employee will accrue Earned Sick and Safe Time (ESST) at a rate of one (1) hour for every thirty (30) hours worked, in accordance with Minnesota law.</p> <p>This position will not qualify for or receive medical, dental, and life insurance.</p>
Payment Method:	Employee will be paid bi-weekly as defined in the GRPUC Personnel Policies manual.
Technology:	The employee will be issued a laptop and will primarily perform their job duties remotely.
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.