

**RESOLUTION**  
**# 26-05**

**A RESOLUTION OF THE CITY OF DUBLIN, GEORGIA, BY AND THROUGH ITS MAYOR AND COUNCIL APPOINTING A CITY CLERK AND ELECTION SUPERINTENDENT; TO APPROVE AND ACCEPT THE TERMS AND CONDITIONS OF AN EMPLOYMENT AGREEMENT FOR THE SAME; TO SET AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.**

**WHEREAS**, the Charter of the City of Dublin, Georgia provides that the Mayor and Council shall appoint a City Clerk;

**WHEREAS**, the Mayor and Council desire for the City Clerk to serve as the Election Superintendent for all municipal elections for the City.

**THEREFORE, NOW BE IT RESOLVED** that Dorothy Rozier is hereby appointed as City Clerk and Election Superintendent for the City of Dublin, Georgia and shall discharge all of the duties and responsibilities of those offices in accordance with the Charter of the City of Dublin, Georgia and the laws of this state.

**BE IT FURTHER RESOLVED** that the Contract of Employment Conditions attached hereto is hereby adopted and the terms therein accepted by the Mayor and Council and the Mayor and City Clerk are authorized to execute and deliver the same on behalf of the City.

**THEREFORE, NOW BE IT FURTHER RESOLVED** that said appointment shall be effective and commence on January 16, 2026.

**RESOLVED** by the Mayor and Council of the City of Dublin this 15th day of January, 2026 by a vote of 5 for and 0 against.

CITY OF DUBLIN, GEORGIA

By its Mayor: *Benjamin - Mayor Roten*  
JOSHUA E. KIGHT

ATTEST:

By: *RBD*  
R. Blake Daniels, Acting City Clerk



**RESOLUTION**  
**#26-05**

STATE OF GEORGIA  
COUNTY OF LAURENS

## CONTRACT OF EMPLOYMENT CONDITIONS

THIS CONTRACT OF EMPLOYMENT CONDITIONS, the ("Agreement"), made and entered into this 15<sup>th</sup> day of January, 2026 by and between the **CITY OF DUBLIN, GEORGIA**, a municipal corporation ("City") and **DOROTHY ROZIER** ("Employee").

### WITNESSETH

**WHEREAS**, the City desires to employ the services of Employee to serve as City Clerk and Elections Superintendent; and,

**WHEREAS**, it is the desire of City to provide certain benefits, establish certain conditions of employment and set working conditions of Employee; and,

**WHEREAS**, is it the desire of the City to:

1. Secure and retain the services of Employee and to provide an inducement for continued employment;
2. Promote full work productivity by making reasonable assurances to Employee;
3. Provide a deterrent to malfeasance or dishonesty for personal gain on the part of Employee; and,
4. Provide a just means for termination of this agreement; and,

**WHEREAS**, Employee desires to accept employment as City Clerk and Elections Superintendent;

**NOW, THEREFORE**, for the consideration hereinafter expressed and the covenants herein contained, the City does hereby hire Employee and Employee does hereby accept employment with the City upon the terms and conditions herein set forth.

1. **DUTIES**. Employee shall perform the functions and duties as City Clerk as specified in the Charter and Ordinances of the City and as provided by law and such other legally permissible and proper duties and functions as City Council from time to time may assign. Employee shall serve as Municipal Elections Superintendent and obtain and maintain all required certifications for the same during the Term of this Agreement. Employee shall also provide support and assistance as needed within the scope of the city clerk's responsibilities to help the other appointees of city council regarding the fulfillment of their duties to the city.
2. **TERM**.
  - a) The term of this Agreement shall begin on January 16, 2026.

- b) Consistent with the City Charter, City Council shall have the right to terminate the services of Employee at any time and Employee shall have the right to resign at any time, which will also act as a termination of this Agreement. Any termination and severance pay shall be payable as hereinafter set forth.
- c) Employee agrees to contribute her best professional skill and services to the City as City Clerk and Elections Superintendent and shall not otherwise be employed during the term of this agreement without prior approval of the Mayor and Council.
- d) This Agreement shall be automatically renewed with each successive City Council unless City notifies Employee or Employee notifies City, in writing, of a desire to change the conditions of employment no later than thirty days after the installation of a new City Council each second year after commencement of this Agreement.

3. TERMINATION.

- a) If this Agreement is terminated by City prior to its scheduled termination date, pursuant to Section 2.10(a) of the City of Dublin Charter, while Employee is willing and able to continue to perform the duties of City Clerk/Elections Superintendent, City shall pay Employee a lump sum cash severance compensation equal to two months' aggregate salary, less the required reductions for withholding tax and social security, plus compensation for any accumulated vacation time as set forth in the City's Employee Handbook. Provided however, in the event Employee is terminated because of conviction of a felony, or a conviction of a misdemeanor involving misuse of funds or otherwise bringing disrepute to the City, or a violation of the Code of Ethics and Conduct as set forth in the Employee Handbook of the City, then in such cases the City shall have no obligation to pay Employee any sums other than for services rendered prior to termination.
- b) In the event Employee voluntarily resigns her position with City before expiration of the aforesaid term of employment, then Employee shall give the City two months written notice in advance to the Mayor.

4. COMPENSATION. City shall pay Employee for her services an annual base salary of \$75,000.00 payable in installments every two weeks as for other city employees beginning Friday, January 16, 2026.

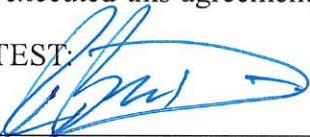
5. HOURS OF WORK. As a salaried employee, Employee must be willing to perform all functions necessary for the fulfillment of Employee's job duties, which may include from time to time, work outside normal office hours. The Parties agree and acknowledge that Employee is not entitled to overtime pay nor compensation time under the Fair Labor Standards Act as the position of Employee is an exempt position under said Act.

6. GENERAL TRAVEL EXPENSES. City agrees to pay directly or reimburse Employee for general travel expenses incurred in the furtherance of Employee's job duties herein as may be provided by policy adopted by the mayor and council and as may be amended from time to time upon the submission of the appropriate and customary documentation and paperwork to justify the same.

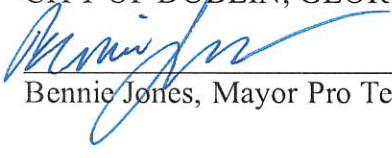
7. HEALTH AND LIFE INSURANCE. City shall pay premiums of group insurance policies for dental and health insurance for Employee. Additional dependent coverage shall be at the expense of the Employee. The City shall pay for a life insurance policy for Employee in an amount equal to \$50,000.
8. RETIREMENT BENEFITS. The City will provide retirement benefits to Employee in the same manner as other employees as set forth in the City's Employee Handbook and the Employee will be treated as a regular employee of the City for those purposes.
9. MEMBERSHIP IN CIVIC ORGANIZATIONS. Employee may become a member in civic and/or professional clubs and organizations as agreed between Employee and City; and City shall pay all expenses of Employee in connection with said memberships as may be allowed by the city's annual budget.
10. VACATION AND SICK LEAVE. Employee shall earn vacation and sick leave as set forth in the policy for the same as adopted by council and as may be amended by council from time to time. Use of such vacation and sick leave shall be reported to the City's Human Resources Director.
11. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.
  - a) The City Council shall fix any such other terms and conditions of employment as it may determine from time to time relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the City Charter, or any Ordinance.
  - b) All provisions of the City Charter, the City Code, or regulations and rules of the City relating to vacation and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended shall apply to Employee as they would to other employees and the City, except as herein provided.
12. GENERAL PROVISIONS. The text herein shall constitute the entire agreement between the parties.
13. SEVERABILITY. If any provisions, or any portion hereof, contained in the agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion hereof shall be deemed severable, and shall not be affected, and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the City of Dublin has caused this agreement to be signed and executed on its behalf by its Mayor and duly attested by its City Clerk, and Employee has signed and executed this agreement, both in duplicate, the day and year first set out above.

ATTEST:

  
R. Blake Daniels, Interim Clerk

CITY OF DUBLIN, GEORGIA

  
Bennie Jones, Mayor Pro Tem

EMPLOYEE

  
DOROTHY ROZIER