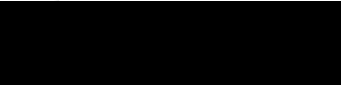




December 11, 2024

Mr. Cody Kraskey



Dear Cody,

Congratulations on your recommended appointment to the position of Public Works Maintenance Worker I with the City of Grand Rapids! Following is an outline of the terms and conditions of your employment.

Conditions:

Your appointment will be presented to the City Council at their Monday, December 16, 2024, meeting, and will be subject to a successful completion and passing of a background check, medical exam, pre-employment drug screening and psychological exam.

- Please sign and return the Background Check Authorization and Authorization for Driver's License Check forms to me.
- You will need to successfully complete and pass a medical examination with Dr. Jay Sonder with Occupational Medicine at Grand Itasca Clinic and Hospital, located at 1601 Golf Course Road. To schedule an appointment, please call (218) 326-7344. If you happen to reach the main switchboard at Grand Itasca, please request to be transferred to Occupational Medicine. Please bring a copy of your job description to this appointment.
- You will need to successfully complete and pass a pre-employment psychological evaluation. Your pre-employment psychological evaluation will be scheduled virtually with Dr. Michael Keller, out of Cambridge, MN. I will reach out to you regarding his availability. Plan to allow two (2) hours for the evaluation.
- You will also need to stop by Northern Drug Screening located at 111 NE 10th Avenue in Grand Rapids, MN for a pre-employment drug screening. They are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.

Terms:

Start Date: Your first date of full-time employment will be determined after the successful completion and passing of the pre-employment conditions listed above.

Compensation: Your wage for full-time employment will be \$22.78 for any hours worked in December, 2024. Your wage for full-time employment beginning in 2025 will be \$24.49 per hour.

Representation: Operating Engineers Local No. 49.

Benefits: See attached Benefit Summary.

On behalf of the City of Grand Rapids, welcome and congratulations! We look forward to working with you.

If I can be of any assistance, feel free to call me at (218) 326-7606.

Please sign below to indicate agreement with the terms and conditions of employment. Please return a signed copy of this form to me no later than Thursday, December 12, 2024, by noon.


Cody Kraskey
Date 12-11-24

Sincerely,


Chery Pierzina
Human Resources Officer

Enclosures

cc: Matt Wegwerth, Public Works Director/City Engineer
Personnel File
Payroll