

August 5, 2024

Mrs. Sarah P. Phillips

Dear Sarah,

Please consider this letter as a conditional offer of employment for the position of Police Officer for the City of Grand Rapids Police Department. Following is an outline of the terms and conditions of your pending employment.

Upon your signed and returned agreement with the terms and conditions stated herein, your appointment to the position of Police Officer will be presented to the City Council at their subsequent City Council Meeting, and is subject to the successful completion of a background check, pre-employment medical exam, psychological exam, drug screening, and completion of post-license for law enforcement, expected to be successfully completed no later than July 31, 2025.

Should you accept this conditional offer, the starting date of your employment is to be determined (TBD), based on the length of time necessary to complete the background check and all other conditions of employment, including the successful completion of post-license for law enforcement, which is expected to be completed no later than July 31, 2025. The starting hourly salary will be \$32.34, based on the current LEELS Agreement, Memorandum of Understanding approved by City Council on March 13, 2023, and Memorandum of Agreement approved by City Council on February 12, 2024.

- You will need to successfully pass a *Driver's License Check*. We will contact you regarding the details of completing this form, prior to your pending start date.
- You will need to successfully complete and pass a medical examination with Occupational Medicine at Grand Itasca Clinic and Hospital. We will contact you regarding the details of getting this scheduled, prior to your pending start date.
- You will need to successfully complete and pass a psychological evaluation. We will contact you regarding getting this scheduled, prior to your pending start date.

- You will need to successfully complete and pass drug screening at Northern Drug Screening. We will contact you regarding completion of your drug screening, prior to your pending start date.
- I will be scheduling some time for a meeting with you to discuss your transition to the City and look forward to talking with you. Detailed information about your benefits and the City will be provided to you during this meeting.

Start Date: Your first date of employment will be subject to the successful completion of the above conditions.

Compensation: Based on the current LELS Agreement and Memorandum of Understanding, your beginning hourly wage will be \$32.34 per hour, and you will be scheduled for 84-hours each pay period, equivalent to a base wage of \$70,630.56 annually.

Representation: Law Enforcement Labor Services (LELS) – See attached Bargaining Agreement.

Benefits: See attached copy of our current Benefit Summary.

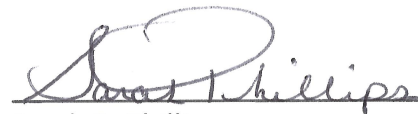
Health Insurance: The City of Grand Rapids pays 100% of the premium for family coverage. Your coverage will begin on the 1st of the month following 30 days of employment.


Flexible Time Off: Upon employment, you will accrue FTO at 4.62 hours for each 80-hour pay period based on the City FTO schedule and Memorandum of Understanding approved by City Council on March 13, 2023.

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

If you have any questions, feel free to give me a call at (218) 326-7606 or (218) 256-8747.

Please sign below to indicate agreement with the terms and conditions of employment. Please provide me with a signed copy of this offer letter by no later than Friday, August 9, 2024, by 12:00 noon.


Sarah P. Phillips _____
Date 8-8-24

Sincerely,

Chery Pierzina
Human Resources Officer

cc: Personnel File
Payroll