



420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

February 6, 2023

Mr. Sean Smallen

## Dear Sean:

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, and drug screening.

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. Your starting hourly salary will be \$31.04, based on the current LELS Agreement.

- Please sign and return the *Authorization for Driver's License Check*.
- You will need to complete a medical examination with Occupational Medicine at Grand Itasca Clinic and Hospital. We will contact you regarding the details of getting this scheduled.
- You will need to complete a psychological evaluation. We will contact you regarding getting this scheduled.
- When you are in the area, you will need to stop by Northern Drug Screening located at 111 NE 10<sup>th</sup> Avenue in Grand Rapids, MN for a pre-employment drug screening. They are open Monday through Friday from 8:00 AM to 4:00 PM. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.

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, your beginning hourly wage will be

\$31.04 per hour, and you will be scheduled for 84 hours each pay period,

equivalent to a base wage of \$67,791.36 annually.

Representation:

Law Enforcement Labor Services (LELS) - See attached Bargaining

Agreement.

Benefits:

See attached 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.

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.

Sean Smallen

Date

Chery Pierzina

Human Resources Officer

CC:

Personnel File

**Payroll**