



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

ADMINISTRATION DEPARTMENT

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

March 1, 2023

Mr. Jamey Serich
[REDACTED]

Dear Jamey,

Please consider this letter as a conditional offer of employment for the position of Network Technician for the City of Grand Rapids IT Department. Following is an outline of the terms and conditions of your pending employment. Your appointment to the position of Network Technician will be presented to the City Council at the Council Meeting held on Monday, March 13, 2023, and will be subject to a background check, driver's license check, and pre-employment drug screening.

Should you accept this conditional offer, your employment will begin on March 20, 2023, and your starting hourly salary will be \$30.59 per hour or \$63,617.88 annually. Upon completion of a six (6) month probationary period and satisfactory performance evaluation, the City of Grand Rapids will increase your salary to \$32.11 per hour or \$66,798.77 annually.

We have provided detailed information about your benefits, which you will find attached to this letter. The City of Grand Rapids provides 100% fully paid health, dental, and vision insurance for you and your dependents. Upon hire, 40 hours of flexible time off (FTO) will be placed into your FTO bank. You will also earn 4.62 hours of FTO per 80-hour pay period, or 15 days of FTO per year. There will be no restrictions on usage of FTO during your probationary period. Upon hire, 80 hours of extended medical benefit (EMB) will be placed into your EMB bank. In addition to this, you will earn 2.4616 hours of EMB per 80-hour pay period, or 8 days per year. You will also receive 12 ½ paid holidays per year, which are identified on the attached information.

- Please sign and return the Background Check Authorization and Authorization for Driver's License Check forms.
- You will need to stop by Northern Drug Screening located at 111 NE 10th Avenue in Grand Rapids, 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.

Jamey Serich
March 1, 2023
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- 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.

On behalf of the City of Grand Rapids - congratulations! We truly 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.

Your signature below will indicate your agreement with the terms and conditions of employment. Please return this letter no later than Monday, March 6, 2023, by noon.

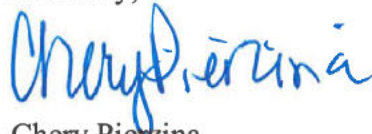


Jamey Serich

03/01/23

Date

Sincerely,



Chery Pierzina
Human Resources Officer
(218) 256-8747 cell

cc: Personnel File
Payroll