ADMINISTRATION DEPARTMENT

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

February 24, 2025

Mrs. Kris Curnow

Dear Kris,

Congratulations on your pending appointment to the part-time Library Public Services Clerk I position with the Grand Rapids Area Library! 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, March 10, 2025, meeting, and will be subject to a successful completion and passing of a background check, pre-employment drug screening and City Council appointment.

- Please sign and return the Background Check Authorization and Authorization for Driver's License Check forms to me. Please also provide a copy of your current driver's license and social security card. You may drop the driver's license and social security card off at your convenience
- Between now and mid-April, please 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 part-time employment will be Thursday, May 1, 2025, subject

to the successful completion and passing of the pre-employment conditions

listed above. Your start time will be determined at a later date.

Compensation:

Your wage for part-time employment will be \$20.67 per hour.

Schedule:

This position is scheduled to work four to five days per week; 28 hours per week.

Representation:

AFSCME.

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Benefits:

Flexible Time Off (pro-rated)

Extended Medical Benefit (pro-rated)

Life Insurance (\$10,000.00)

Public Employees Retirement Association (PERA)

On behalf of the City of Grand Rapids and the Grand Rapids Area Library, 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 Friday, February 28, 2025, by noon.

Kris Eurnow

Date

Sincerely,

Chery Pierzina

Human Resources Officer

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Enclosures

cc:

Will Richter, Director of Library Services Amy Dettmer, Assistant Library Director

Personnel File

Payroll