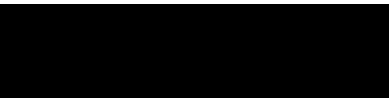




October 21, 2024

Heather McNally



Dear Heather,

Please consider this letter as a conditional offer of employment for the position of Part-Time Security 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 Part-Time Security Officer will be presented to the City Council at their subsequent City Council Meeting on October 28, 2024, 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 successfully complete and pass the background check and all other conditions of employment. Your starting hourly salary will be \$17.7038.

- You will need to successfully pass a *Driver's License Check*. Please sign and return the Authorization for Driver's License Check form 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.
- You will need to successfully complete and pass a psychological evaluation. Your psychological evaluation will be scheduled virtually with Dr. Michael Keller, out of Cambridge, MN. I will reach out to you regarding his availability. Please allow two (2) hours for the evaluation.

- You will need to successfully complete and pass drug screening at Northern Drug Screening. 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.
- Your rate of pay will be \$17.7038 per hour and your official start date will be determined after successful completion of the above-mentioned items.

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 Wednesday, October 23, 2024, by 12:00 noon.

Heather McNally

Date

Sincerely,



Chery Pierzina
Human Resources Officer

cc: Personnel File
Payroll