



November 25, 2024

Ms. Angela Hill

Dear Angela,

Please consider this letter as a conditional offer of employment for the position of Administrative Assistant for the City of Grand Rapids Police Department. Following is an outline of the terms and conditions of your pending employment. Your appointment to the position of Administrative Assistant will be presented to the City Council at the Council Meeting held on Monday, December 2, 2024, and will be subject to a background check, driver's license check, and pre-employment drug screening.

Should you accept this conditional offer, the starting date of your employment will be determined based upon the length of time to successfully complete and pass the background check, driver's license check, and pre-employment drug screening. Your 2024 starting hourly wage will be \$23.11. In 2025, your hourly wage will increase to \$24.11. The position of Administrative Assistant is part of our Clerical Bargaining Agreement, and a copy of this Agreement is attached to this letter.

- 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.
- 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 City policies will be provided to you during this meeting.

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

Compensation: Your 2024 hourly wage will be \$23.11 per hour. In 2025, your hourly wage will increase to \$24.11. You will be scheduled for 40-hours per week.

- Representation:** Clerical Bargaining Agreement – 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:** Based on the Clerical Agreement, you will accrue 4.62 hours of Flexible Time Off (FTO) for each 80-hour pay period.
- Extended Medical Benefit:** Based on the Clerical Agreement, you will accrue 2.4616 hours of Extended Medical Benefit (EMB) for each 80-hour pay period. Upon hire, 80 hours of EMB will be placed in your EMB Bank.

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 return a signed copy of this form to me no later than Tuesday, November 26, 2024, by noon.

Angela Hill 11/25/2024
Angela Hill Date

Sincerely,



Chery Pierzina
Human Resources Officer

cc: Personnel File
Payroll