



November 6, 2024

Mr. Sean Smullen  
[REDACTED]

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 on Tuesday, November 12, 2024, and is subject to the successful completion and passing of a background check and drug screening. Based on your previous employment and recent resignation from the position of Police Officer with the City of Grand Rapids, along with confirmation from Minnesota Board of Peace Officer Standards and Training (POST), your pre-employment medical exam and psychological exam have been waived.

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 drug screening. Based on your years of experience, your hourly rate of pay will be \$35.92 per hour, which reflects that you are currently in your seventh (7th) year of service.

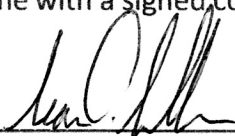
- Please sign and return the *Authorization for Driver's License Check*.
- You will need to successfully complete and pass drug screening at Northern Drug Screening. They are located at 111 NE 10<sup>th</sup> Avenue, Grand Rapids. Office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. Please 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 the City 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 hourly wage will be \$35.92 per hour, and you will be scheduled for 84-hours each pay period, equivalent to a base wage of \$78,449.28 annually.
- Representation:** Law Enforcement Labor Services (LELS) – 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 1<sup>st</sup> of the month following 30 days of employment.
- Flexible Time Off:** Based on your seven (7) years of experience, you will accrue FTO at 7.69 hours for each 80-hour pay period, as indicated on the City FTO schedule and Memorandum of Understanding approved by City Council on March 13, 2023, and February 12, 2024.

On behalf of the City of Grand Rapids, welcome and congratulations! We look forward to working with you again.

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 Thursday, November 7, 2024, by 12:00 noon.

  
Sean C. Smallen

11/6/24  
Date

Sincerely,



Chery Pierzina  
Human Resources Officer

cc: Personnel File  
Payroll