



City of Gustavus

P.O. Box 1

Gustavus, AK 99826

Phone: (907) 697-2451

October 18, 2022

Mr. Ben Sadler
PO Box 142
Gustavus, AK 99826

Dear Ben:

Subject: Offer of Employment as Treasurer for the City of Gustavus

The City of Gustavus is pleased to offer you employment in the non-exempt regular full-time position of **Treasurer** with the City of Gustavus, with a target starting date of November 1, 2022. This offer is contingent upon our receipt of your signed acceptance of the appointment and its conditions within five working days. All new hires and salary rates must be approved by the Gustavus City Council after acceptance by the candidate. The City Council is prepared to act on your appointment at its General Meeting Monday Nov 14, 2022, or at a special meeting if arranged earlier. Your earliest response would facilitate our agenda.

The City Treasurer is supervised by the City Administrator.

Your work schedule may vary according to the needs of the City of Gustavus. This is an up-to-37.5-hour-per-week position, with flexible hours as agreed and scheduled with the City Administrator.

Your beginning pay rate will be \$30.00 per hour. After a successful three-month probationary period, your rate will be \$32.00 per hour. The City of Gustavus will encourage and support additional training and career development opportunities for you to acquire new relevant skills and certifications to qualify you for progressive pay increases. Your normal place of work will be at the Gustavus City Hall. Your employment will be governed by Title 3 of the City of Gustavus Municipal Code, and City of Gustavus Benefits Policy, as amended. Copies of Title 3 and the current Benefits Policy are attached.

As an existing City employee transitioning to a new position, you will be subject to a three-month probationary period in that new position, but your existing benefit package will continue during the probationary period. The City Administrator and Mayor will evaluate your performance in the new position at the end of the probationary period. Please note that employment with the City of Gustavus is "at will" and nothing herein is intended to preclude the City of Gustavus from, at its own discretion and within the provisions of Federal and State law, electing to end employment.

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Since your existing benefit package will continue during the probationary period, you will continue to be eligible for the City's Health Insurance Program, through which the city pays 80% of the premium and the employee pays 20%. Additionally, you will continue to be eligible for participation in the Deferred Compensation Program (Benefits Policy, Section II., currently providing a 7% match of employee contributions) and you may take the day off with pay on the holidays specified in the Benefits Policy, Section III. Paid Time Off (PTO) will continue to accrue as a continuing employee of the City.

Welcome to a new regular-employee position at the City of Gustavus! Please contact me if you have any questions regarding this offer, your work, Title 3, or the Benefits Policy.

With best wishes,

Mike Taylor

Mike Taylor
Mayor, City of Gustavus

Attachments: City of Gustavus, Title 3, Personnel, as amended
 City of Gustavus Benefits Policy, as amended
 Position Description for Treasurer

Please affirm your receipt and formal acceptance of this offer letter by initialing the following and signing below. Please return to the City Clerk or Mayor within five working days.

X I have received, read, and understand the position description for this position. I understand that the list of duties and responsibilities in the position description are not exhaustive and may be reasonably modified at the discretion of the City of Gustavus.

X I have received and read City of Gustavus, Title 3, Personnel, as amended.

X I have received and read City of Gustavus Benefits Policy, as amended.

X I accept the offer of employment with the City of Gustavus as outlined in this letter.



Signature of Employee

10/19/2022

[Date]

One copy to employee, one copy for City of Gustavus personnel files.

