



Date

Name

Address

Address

SENT VIA EMAIL-

Ms./Mr. Name-

The Village of Kronenwetter hereby offers you the position of Department Head for the Village of Kronenwetter, Wisconsin. The general terms of employment are as follows:

- Your start date will be (Date).
- Your starting salary will be \$00,000, and the Village will classify you as an overtime-exempt employee.
- Per employee handbook section 2.6, you will have a three-month orientation period. At the end of your orientation period, you will have a formal review with the Village Administrator with a potential increase in wage upon a positive evaluation.
- On (Date) the Village will grant you front loaded unearned vacation time of XX days (XXX hours) to use during the 20XX calendar year. Per policy, you will not be able to use that vacation time until you have completed three (3) full months of service. This vacation time is considered “use or lose” and must be used within 455 days of your start date. As a hiring incentive, you are being giving the option of cashing any or all of your XXX hours out.
- You will be granted 00 years of service on the vacation calendar which will earn you 0.00 hours of vacation per pay period beginning immediately. In 20XX and going forward, you follow the vacation schedule, as discussed in the Kronenwetter Employee Handbook under section 3.7.
- The Village will grant you the following days as paid holidays in 20XX; Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve Day. Going forward, you will follow the holiday schedule as detailed in the Village of Kronenwetter Employee handbook in section 3.5.
- On your start date, the Village will provide you with twenty-four (24) hours of personal time to use for 20XX. Going forward, you will accrue three new personal days at the start of the new calendar year.
- You will accumulate eight (8) hours of sick time hours for every full month of employment-completed, beginning with the completion of your first month of employment.
- The Village will offer you Health and Dental insurance, which currently requires you to pay 10% of the health and dental insurance premiums. Insurance is effective 8 weeks from the date of Hire. Cobra reimbursements will be processed upon a receipt and providing proof that the qualifying payment was made.
- The Village will offer you \$40,000 of Life insurance, and the Village will pay the entire premium for that coverage.

- The Village will contribute to the Wisconsin Retirement System, and you will be required to pay the Employee's portion of the contribution, and this fluctuates from year to year.
- As with all other department head positions, this offer is contingent on your passing a standard 5-panel drug test and you providing the Village a copy of your education credentials. If there are any costs relating to the drug panel or you providing your educational credentials the Village will pay for those costs as part of your employment offer.

I am excited to offer you this position and look forward to working with you.

Sincerely,

*Signature*

Administrator Name  
Village Administrator

**Acceptance:**

I, (Name), hereby accept this offer of employment with the Village of Kronenwetter as the (Position) under the terms described herein and per Village policies and ordinances.

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(Signature)

(Date)