

**Darwin D. P. McClary**  
*Village Manager*

July 13, 2026

Mr. Salvatore Hicks  
4902 Sundale  
Clarkston, MI 48346

**Re: Offer of Temporary Assignment to Acting Public Works Director Position**

Dear Mr. Hicks:

Please allow this letter to serve as an offer of temporary assignment from your current position as Public Works Laborer to the position of Acting Public Works Director for the Village of Lake Orion. Your temporary assignment shall be effective on July 14, 2026, and shall continue until a permanent appointment is made to the Public Works Director position and the new employee assumes the position.

You shall perform all of the functions and duties of the position as specified by State law, Village Charter, ordinances, policies, or by administrative directive of the Village Manager. You shall remain a member of the AFSCME collective bargaining unit for the purpose of determining all wages, fringe benefits, and all other terms and conditions of employment except that your hourly wage shall be temporarily increased from \$27.62 per hour (\$57,450 annually) to \$34.35 per hour (\$71,448 annually) in accordance with Article 22 of the AFSCME collective bargaining agreement to compensate you for the temporary assignment. You shall be returned to your previous position of Public Works Laborer within the AFSCME bargaining unit upon completing your work as Acting Public Works Director with no interruption or loss of seniority in your previous position.

You shall attend all regular meetings of the Village Council and other specific Village meetings as directed by the Village Manager. It may also be necessary for you to work beyond and outside regular office hours as approved by the Village Manager to complete the normal duties of this position.

If you have questions regarding this offer of promotion, please do not hesitate to consult with me.

Sincerely,

**VILLAGE OF LAKE ORION, MICHIGAN**

Darwin D. P. McClary  
Village Manager

Accepted by:

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Salvatore Hicks

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Date

Offer of