



February 15, 2024

Noah Mackey  
637 8<sup>th</sup> Ave South  
Hopkins, MN 55343

Dear Noah,

The purpose of this letter is to confirm the City of Long Lake's employment offer to you for the position of Public Works Maintenance Worker 1, contingent upon City Council approval at the February 20 regular City Council meeting. The following letter represents the City's offer of at-will employment and outlines the terms and conditions of your employment with the City of Long Lake.

**General Duties**

As Public Works Maintenance Worker, you will perform the general duties and responsibilities of the position, including, but not limited to the Public Works Worker job description.

**Supervisor**

The Public Works Director will be your direct supervisor.

**Start Date**

You will begin employment on 3/4/24.

**Probation Period**

You will be subject to a one year probationary period beginning on your first day of employment. During this time, your productivity, work ethic, reliability/attendance, progress in learning necessary information and skills and your overall performance will be closely monitored. Assuming you are still employed at the end of six months, your performance will be evaluated by the City Administrator and Public Works Director and a possible Wage Step increase may be recommended to the City Council.

At the end of the one year training probation period, a complete performance review will determine whether you will be designated as a regular employee by the City Council, with the commensurate Wage Step increase.

**Work Hours**

This position is a full-time, benefit-earning, 40 hour per week position. You will be required to be on the on-call schedule.

**Compensation, Performance Evaluation:**

Your beginning wage will be \$27.64 per hour. You will receive a performance evaluation after six months of employment. Following a satisfactory evaluation at six months, you will be eligible for a step increase of 2%, per City policy. Thereafter, performance evaluations and any salary step adjustments will be conducted annually on the anniversary of your start date, as required for all employees, in addition to any inflationary range moves which may be approved by Council as part of the annual budget cycle.

Example of a possible scenario:	
Starting Wage	\$27.34
6 month performance - step increase	\$27.88
1 year performance - step increase	\$28.44

**Retirement, Deferred Compensation:**

You will be a member of the Public Employees Retirement Association of Minnesota (PERA). The City will contribute to the PERA retirement plan, in addition to your required contribution. You may also contribute to a City-sponsored deferred compensation (457) plan at your option.

**Health, Dental, Short Term Disability Insurance:**

You will be provided with insurance coverage in the same manner as for other City employees, effective on the first day of the month following 30 days of employment.

Employee would pay \$0 per month for insurance as the City would pay 100% of the employee's premium. Any others covered, the employee would be responsible for 50% of additional premiums.

If you choose not to select insurance coverage from the City, then you would receive a stipend, subject to proper withholdings, in amount equal to the City's premium contribution based upon your individual age banded premium rate. This rate shall be subject to change yearly.

**Life Insurance:**

The City will pay the premium to provide \$15,000 of term life insurance. It is understood that any coverage beyond this amount is at your personal expense and subject to your ability to meet any medical requirements.

**Holidays, Vacation, Sick Leave:**

Effective your first day of employment, you will begin accruing vacation at the rate of 80 hours annually. Thereafter, you may gain additional hours/days of vacation per the City's vacation accrual schedule. You may carry over a maximum of 80 hours of vacation time to the following calendar year. In addition to vacation and official City holidays, you will receive one floating holiday per calendar year.

You will begin employment with a 20-day bank of sick leave. You will then accrue 12 days of sick leave annually (one day per month) in accordance with the City policy, beginning on your first day of employment until the banked time is repaid. Once the bank is repaid, you will accrue one day of sick leave per month as with all other employees. For severance purposes, if your employment ends prior to the bank being repaid, you would be paid only for time actually earned, but not yet used.

**Dues, Conferences, Expenses:**

Within budget considerations and subject to discussions between you and the City Administrator/City Council, the City will pay for dues, membership costs and related conference.

Professional development will be part of the budget process and subject to Administrator/Council approval.

The City will reimburse you for business expenses incurred which directly relate to the conduct of city business.

**Professionalism**

As a City employee, it is expected that you will conduct yourself in a manner which is professional and conveys a positive image of the City of Long Lake. This is especially important when dealing with residents and the general public.

**At-Will Employment**

The City of Long Lake is an at-will employer and the relationship between the City and yourself will be considered an employment-at-will relationship. This offer letter should not be construed as a contract, nor is it a promise of permanent employment. City employment policies are subject to change, from time to time, by the City Council.

**Conditions of Offer**

This employment offer is contingent upon an affirmative vote by the Long Lake City Council at its February 20, regular meeting, and a pre-employment background check. The background check may include a criminal, work history, and educational review.

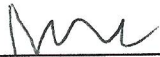
I believe that you will find this position to be very challenging and rewarding for many years to come. Please feel free to contact me with any questions. We look forward to having you join us at Long Lake.

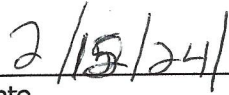
Sincerely,

Scott Weske  
City Administrator

I have read the offer letter for the position of Public Works Maintenance Worker dated February 15, I accept the position and agree to the terms and conditions.

AGREED TO BY:

  
Signature

  
Date