



# TOWN OF LOS GATOS

Human Resources Department  
(408) 399-5739 FAX: (408) 395-8640

CIVIC CENTER  
110 E. MAIN STREET  
LOS GATOS, CA 95030  
[www.losgatosca.gov](http://www.losgatosca.gov)

December 10, 2025

Jose Reyes  
Redacted

Dear Jose:

Congratulations! The Town of Los Gatos is pleased to extend an offer of employment for the Project Manager (IT Manager) (Temporary/At-Will) position in the Police Department.

This position is temporary and contingent upon availability of work and funding. Your employment is estimated to last through June 30, 2026, unless extended or terminated earlier at the Town's discretion.

Below is additional information related to your employment and other important information.

**Job Title:** Project Manager (IT Manager) (Retired Annuitant)  
**Start Date:** January 5, 2026  
**Employment Status:** At-will, unbenefited, temporary/hourly  
**Hourly Pay Rate:** \$90.00/hr.

Please be aware of the following information related to your employment:

- As a CalPERS Retired Annuitant, you are limited to working 960 hours in a fiscal year. The Town's fiscal year runs from July 1 through June 30.
- Your employment may be terminated at any time and is not subject to appeal.
- You are a non-exempt employee covered by the provisions of the Fair Labor Standards Act (FLSA). For FLSA overtime purposes, your work period begins at midnight on Sunday and ends seven consecutive days later at 11:59 p.m. on Saturday.

During your first week, you will receive a new employee orientation. You will be required to provide documents establishing identity and employment eligibility to work in the United States, as required by the [Department of Homeland Security](#). More information about this process and your orientation will be emailed to you.

If you have any questions about this offer letter, please contact Cheryl Parkman at [cparkman@losgatosca.gov](mailto:cparkman@losgatosca.gov)

Sincerely,



Cheryl Parkman  
Human Resources Director

**ACCEPTANCE OF TEMPORARY APPOINTMENT:**

I accept the offer on the terms and conditions outlined.

Redacted

\_\_\_\_\_  
Signature (Jose Reyes)

\_\_\_\_\_  
Date