



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

December 8, 2025

Janette Judd
REDACTED

Letter emailed to: jjudd@losgatosca.gov

Dear Janette:

Congratulations! The Town of Los Gatos is pleased to extend an offer of employment for the temporary Executive Assistant to the Town Manager in the Town Manager's Office.

This position is temporary and contingent upon availability of work and funding. Your employment is estimated to last until the position of Executive Assistant to the Town Manager is filled.

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

Job Title: Interim Executive Assistant to the Town Manager
Start Date: January 5, 2026
Employment Status: At-will, unbenefited, temporary/hourly
Hourly Pay Rate: \$61.6726

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.

ATTACHMENT 2

If you have any questions about this offer letter, please contact Cheryl Parkman at (408) 354-6829

or CParkman@losgatosca.gov.

Sincerely,

A handwritten signature in black ink that reads "Cheryl Parkman". The signature is fluid and cursive, with the first name "Cheryl" and last name "Parkman" clearly distinguishable.

Cheryl Parkman
Human Resources Director

ACCEPTANCE OF TEMPORARY APPOINTMENT:

I accept the offer on the terms and conditions outlined.

Redacted

Signature (Janette Judd)

Date