



TOWN OF LOS GATOS
Human Resources Department
(408) 399-5718 FAX: (408) 395-8640

CIVIC CENTER
110 E. MAIN STREET
LOS GATOS, CA 95030
www.losgatosca.gov

July 26, 2023

Sean Rose
[REDACTED]
[REDACTED]
[REDACTED]

Dear Sean,

Congratulations! The Town of Los Gatos is pleased to extend to you a conditional offer of employment for the position of Capital Projects Manager (Temporary/Hourly) with the Parks & Public Works Department.

Employment Status:	At-will, un-benefited, temporary/hourly
Start Date:	TBD
Hourly Pay Rate:	\$108.15 per hour
Job Title:	Capital Projects Manager (Temporary/hourly)
Supervisor:	Nicolle Burnham
Department:	Parks & Public Works

This offer of employment is subject to the following:

- 1. Background Check:** You must pass a Department of Justice Criminal Records Check according to guidelines established by the Town of Los Gatos. Fingerprinting is administered by the Los Gatos-Saratoga Recreation Center. You must complete a verification of education and employment survey. A reference check will also be conducted with the references provided.
- 2. CalPERS Requirements:** If you plan to retire before your tenure in this position, then all CalPERS requirements must be met prior to your start date. This includes the Town's submission of a request for an exception to the CalPERS 180-day waiting period requirement via a Council resolution submitted to CalPERS. The timing of the resolution submission and your start date will be based on the following:
 - A.** If you are retiring at or higher than your normal retirement age, then the Council resolution can be submitted following your successful passage of the background check, and your start date can be any time following submission, on a date agreed upon by you and the Town.
 - B.** If you retire under your highest normal retirement age, then you will be subject to CalPERS' bona fide separation requirements: the Council resolution cannot be submitted prior to your retirement date, and your start date must be at least 60 days following your retirement date.

Please also be aware of the following information related to your employment as an hourly/unbenefited employee:

- You are limited to working no more than 1,000 hours in a fiscal year. If you qualify as a retired annuitant, you are limited to working no more than 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 and therefore 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 of employment, you will participate in an orientation session with a member of the Human Resources staff. At your orientation with Human Resources, you will be required to provide documents that establish both identity and employment eligibility to work in the United States, as required by the U.S. Department of Homeland Security Form I 9. More information about this process and your orientation will be emailed to you once the background process has been successfully completed.

To accept this conditional offer of employment, please sign below and return the signed copy of this letter via email or in person **no later than 5:00 p.m. on Monday, July 31, 2023.** Please also complete and sign the reference check release form attached to this letter so that we can initiate the background check process. If you have any questions, please contact Mary Blekh, Human Resources Technician, at (408) 399-5739 or mblekh@losgatosca.gov.

We are excited to welcome you to the Town of Los Gatos community and the Town Manager's Office. We are confident that you will enjoy the exceptional employees, beautiful community, and challenges of this position!


Sincerely,



Salina Flores
Human Resources Director

ACCEPTANCE OF TEMPORARY, HOURLY APPOINTMENT:

I accept the offer on the terms and conditions outlined above.


Signature (Sean Rose)

7/28/2023
Date