



June 9, 2023

Amanda Schwabe
1971 Omega Dr
Shakopee, MN 55379

Re: Conditional Offer of Employment

Dear Amanda:

Congratulations on being selected for the Planner position with the City of Shakopee! We are looking forward to having you join our staff and hope you will find the position to be a rewarding and challenging experience.

This conditional employment offer is contingent upon successful completion of the required pre-employment background, physical/drug test and city council approval (standard for hiring above midpoint of approved pay scale).

Salary: This is a full-time, non-union, exempt position that is subject to the City's Personnel Handbook. Your starting annual salary will be \$87,714, which is Step 7 of Grade 160 of the City's 2023 Non-Union Pay Plan. We will establish an official start date later on in the process.

Probation: Your initial probationary period is twelve (12) months in duration. Continued employment with the City of Shakopee is contingent upon continually meeting the standards for your position.

Vacation: You will be credited with 40 hours of vacation time at the start of employment. You will accrue twenty (20) days of vacation or 160 hours per year. Vacation leave balances can be carried over from year-to-year up to a maximum of 240 hours.

Holidays: Full time employees receive thirteen (13) paid holidays per year: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day and one floating holiday to be used at your discretion. Due to Christmas Eve and Christmas Day being on the weekend this year, the Christmas Eve holiday is turned into an additional floating holiday.

Sick Leave: Full time employees earn up to twelve (12) days of sick leave per year. Sick leave balances can be carried over from year-to-year to a maximum of 960 hours.

Benefits: You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective the first of the month following your first day of employment. You will have a menu of medical and dental insurance options, with the exact cost to you based upon your selections.

Pension: Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic. Currently the City's contribution rate is 7.50% and the employee's rate is 6.50%.

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City of Shakopee | 485 Gorman St., Shakopee MN 55379 | Phone: 952-233-9300 | Fax: 952-233-3801 | www.ShakopeeMN.gov

If you have any questions regarding the position or the salary and benefits package, please contact me at jnelson@shakopeemn.gov or 952.233.9314. If you are in agreement with the terms as stated above, please return a signed copy of this letter to me as soon as possible.

We are looking forward to having you join the city staff!

Sincerely,



Jamie Nelson
Human Resources Specialist

ACCEPTANCE:

Signed: Amanda Schwabe

Date: 6/13/2023