



August 31, 2018

Mr. Jay Tobin
2748 Wagner Drive
Chaska, MN 55318

Dear Mr. Tobin,

Congratulations on being nominated for the Parks and Recreation Director position with the City of Shakopee. I am pleased to extend this conditional offer of employment. This offer is contingent upon successful completion of a background check, successful completion of a physical/drug screen, and the approval of the City Council. Your anticipated start date provided you meet all of these conditions is October 1, 2018.

Salary: This is a full time, salaried position, that is exempt per the federal Fair Labor Standards Act. Your annual salary will be \$110,365, which is Grade 220, Step 3 of the City's 2018 non-union pay plan. You will be eligible for future cost of living increases as approved by the City Council and annual step increases.

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

Vacation, Sick Leave and Holidays: You will accrue vacation at a rate of 160 hours per year and will be credited with 80 hours of vacation time at the commencement of your employment. Vacation leave balances may be carried over year to year, up to a maximum of 240 hours. You will accrue up to 12 days of sick time annually. You will receive 11 paid holidays per year.

Health Care: 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, after your first 30 days with the organization. You have a menu of medical and dental insurance options, with the exact cost to you and your dependents upon your selections.

Pension: Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic.



SHAKOPEE

We will meet on your first day to provide you with helpful information, to answer your questions, and to complete some necessary paperwork. It is your responsibility to present documents to verify your eligibility to work in the United States per the list provided on the I-9 documents. You can find a list of these documents at <http://www.uscis.gov/files/form/I-9.pdf>.

If you have any questions regarding the position or the salary and benefits package, please don't hesitate to contact me at 952.233.9311. 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,

William H. Reynolds
City Administrator

ACCEPTANCE

Signed: _____

Date: _____