



Mr. Nathan Reinhardt

October 7, 2019

Re: Conditional Offer of Employment

Dear Nathan:

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

This conditional employment offer is contingent upon successful completion of the required pre-employment drug test/physical and background check.

Salary: This is a full-time, non-union, exempt position. Your starting annual salary will be \$138,079.00, which is Step 6 of Grade 230 of the City's 2019 Non-Union Pay Plan. You will be eligible for a future step increase on the anniversary of your starting date until reaching the top step of the salary range.

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: You are eligible to accrue 15 days of vacation per year. You will be credited with 80 hours of vacation available for your immediate use. Vacation leave balances can be carried over from year-to-year up to a maximum of 240 hours.

Holidays: Full time employees receive twelve (12) paid holidays per year (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and a Floating Holiday, to be used at your discretion).

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, with a maximum balance of 960 hours.

Healthcare: 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 30-days of employment. You would 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. Currently, the City's contribution rate is 7.50% and the employee's rate is 6.50%.

We will meet on your first day to provide you with helpful information, to answer your questions, and to complete some necessary paperwork.

If you have any questions regarding the position or the salary and benefits package, please don't hesitate to contact me at AFrey@ShakopeeMN.gov or 952.233.9312. 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,

Alissa Frey
Human Resources Manager

ACCEPTANCE:

Signed: _____

Date: _____