

RE: Offer Letter for Water & Sewer Apprentice

Dear Employee XXX:

I want to take this opportunity to congratulate you on being offered the position of Water & Sewer Apprentice for the City of xxxxxx in the Water & Sewer Department. I am very excited to have you accept this position and hope you find it a rewarding position and a way to grow within this profession. A copy of the position description is enclosed.

As discussed, the position is being offered to you based on the following conditions:

- Approximate start date for this position is June 1st. This is a 6-month position, end date for this role is 12/1/2022.
- Employment status is full-time, temporary, non-exempt
- Overtime compensation will be provided at a rate of 1.5 times your hourly wage for hours worked in excess of 8 hours per day. Hours worked in excess of 14 hours per day will be provided at 2.0 times your hourly wage. See Collective Bargaining Agreement (CBA) for details.
- This position is subject to the Minnesota and Federal Minimum Wage law
- Starting rate is \$xx.xx/per hour
- You will be paid bi-weekly, with 14 days in the pay period
- You are eligible for all City benefits with monthly fringe benefit anywhere from \$xxxxx to \$xxxxx depending on the plan you select
- A probationary period of 6 months
- Option of a cell phone stipend (\$xx per month) or a city-issued phone
- Initial issue of PPE
- Will start on the Paid Personal Leave Schedule (PPL) with 18 days accrued per year as well as 2 floating holidays, and 10 set paid holidays (prorated based on start date and length of employment).
- PERA-Eligible position:
 - General plan – Employer contribution of xx%
- Successfully passing a background screening and pre-employment drug and physical screening.

In accordance with city policy and applicable law, the following deductions will be made from your payroll checks:

- Union Dues of \$xxxx monthly
- Insurance premiums for health, life, flex accounts, and group accident plans
- Elected contributions to credit unions or other banks
- Federal and state withholding for taxes, social security, etc.
- PERA-Eligible position:
 - General Plan – Employee xx%

In accordance with the Immigration and Reform and Control Act of 1986, you must complete the Form I-9 and provide appropriate documentation to establish identity and eligibility for employment on or before your first day of work. You will be sent more information on this requirement.

November 2023

We are pleased you will be joining our team and look forward to working with you in this position. If you have any questions prior to your start date, please contact me.

Sincerely,

Xxxxx Xxxxx

By signing below, you acknowledge you have received the foregoing information regarding your employment offer and related pay and benefits. To accept this offer, please sign below and email to xxxxxxxxxx.com, or send to our confidential fax number, xxx-xxx-xxxx.

I accept this offer of employment.

Employee Signature

Date