DEPARTMENT

Phone: 415-485-XXXX

Name

Address

City, State, Zip

RE: CONFIRMATION OF CONDITIONAL JOB OFFER

CITY OF SAN RAFAEL

Dear

I am pleased to confirm in writing my conditional offer of employment to the probationary position of XXXX with the City of San Rafael. This job offer is “conditional” because you need to pass a pre-employment medical examination, which may include a drug screen, as well as fingerprinting and background exams. The physical, fingerprinting and background exams will be paid for by the City. If you pass these final phases of the recruitment process, including a reference check, a final job offer will be issued. I suggest you defer giving notice to a current employer until after you receive notice that you have successfully completed all phases of this process.

Your salary, on appointment, will be XXXX per month. The probationary period for this position is twelve (12) months and your supervisor will be meeting with you periodically, both formally and informally, to review your performance during this probationary period. You will be eligible for consideration of a salary step increase at the end of your initial twelve-month period. On the first of the month following your hire date, you will be eligible to receive all related benefits available to full-time positions in your bargaining unit. In summary, these benefits include:

* Eligibility for enrollment in the City’s group health, dental, vision (if applicable to your bargaining group), long-term disability and life insurance programs, with the City paying a fixed dollar amount toward the cost of the insurance premiums;
* Vacation and sick leave benefits, as well as paid holidays;
* Enrollment in the Marin County Retirement Association, which is a defined benefit retirement program.

Please contact Rhonda Castellucci in the Human Resources Dept. at (415) 485-3474 to make arrangements for your pre-employment physical and fingerprinting.

If you have any questions regarding the information in this letter, please call me at XXXXX. Questions regarding benefits coverage should be directed to Human Resources. If you are in agreement with the terms outlined in this letter, please confirm your acceptance of this position in a return letter to me. All of us in the XXXX Department and the City of San Rafael congratulate you on this conditional job offer as XXXX.

Sincerely,

Name

Title (Dept. Director)

cc: File