



CITY OF SOUTH EL MONTE

1415 N. SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733



September 9, 2024

Adrian Garcia
17540 Anastalsa CT
Fontana, CA 92335

Conditional Offer of Employment – City Clerk

Dear Adrian Garcia,

We are very pleased to extend a conditional offer of employment to you. This letter will confirm that the City of South El Monte is offering you the position of **City Clerk** conditioned upon your successful completion of the administrative requirements described below. Your appointment to the position cannot be completed until these requirements are met.

We appreciate your cooperation during this selection process and request that you not resign from your present position or relocate based on this conditional offer of employment until you are notified by Human Resources that your administrative requirements have been completed and approved.

1. You will be initially paid at the rate of **\$145,860.75** Annually, which will be paid over 26 pay periods within a year. The City reserves exclusive discretion in the right to award or not award a salary increase.
2. This offer of employment is conditioned upon you successfully completing a pre-employment medical examination, including a drug screen test.
3. This offer of employment is conditioned upon you undergoing and passing a background check by having your fingerprints processed via the Live Scan service. This can be done at a certified location. Please contact Human Resources for proper forms and information regarding this process.
4. You are considered an at-will employee, and as such, the City may terminate your employment, at any time, for any reason, with or without cause, and with or without notice. All other terms and conditions of your employment is governed by an "Employment Agreement", which will be considered for approval by the City Council at its regular session on September 24, 2024.
5. You will begin your assignment as City Clerk, when your Employment Agreement is executed, and effective on a mutually agreed upon date.

6. This position is non-exempt position for purposes of overtime and for purposes of the Fair Labor Standards Act and any similar wage and hour law or order that may apply to the employment.
7. You will be eligible for Health, Dental, Vision, Retirement, and other standard benefits. A summary of benefits is as follows:

- **Health**

Health, dental, and vision insurance are available to the employee and dependents. The City participates in the CalPERS Health Insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward health insurance.

- **Insurance/ Employee Assistance**

Short- and Long-Term Disability: City pays full premiums for all full-time employees.

Term Life Insurance and AD&D Insurance: City pays full premiums for all full-time employees.

Employee Assistance Program: EAP services designed to help through life's challenges are available.

- **Paid Leaves**

Holidays: 13 paid days per year.

Administrative Leave: Granted 40 hours per fiscal year

Education Reimbursement: Tuition costs directly related to scope of employment, courses directly taken within the California State University system, and classes completed with a grade of "C" or better.

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6th) through the tenth (10th) years of service; twelve (12) hours per month (accrued at the rate of six (6) hours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11th) through fifteenth (15th) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16th) and following years of service.

Sick Leave:	Earned at a rate of 8 hours per month.
Bereavement Leave:	5 workdays per calendar year.
Time Off For Jury Duty:	Up to 22 business days off
Deferred Compensation:	City will contribute \$300 per month into a qualified 457 Plan.

- **CalPERS Retirement Plans:**

Participation in California Public Employees' Retirement System (CalPERS) as follows:

- For Classic members hired after 05/27/2012 – CalPERS 2% @ 60 plan, with employee contribution currently at 7.0%.
- For PEPR/ New members - CalPERS 2% @ 62 plan, with employee contribution currently at 7.75%.

The City also participates in the Social Security retirement system.

- **Miscellaneous**

Mobile Device: Issuance of a city-owned, city-paid mobile device.

Automobile Allowance: Monthly automobile allowance of \$400

Congratulations on your new role. I wish you a successful transition.

If you accept our offer of employment on the terms and conditions set forth in this letter, please sign below.