



City of Sunnyvale  
 Department of Human Resources  
 505 W. Olive Avenue, Suite 200  
 Sunnyvale, CA 94086  
 (408) 730-7490  
[www.sunnyvale.ca.gov](http://www.sunnyvale.ca.gov)

---

May 22, 2015

Jane Chambers  
 206 Greenview Drive  
 Daly City, CA 94014

Dear Jane:

I am pleased to offer you this appointment to the position of Interim Assistant City Manager (Casual Executive 2) for the City of Sunnyvale. This letter offers the terms of the City's offer of employment effective June 17, 2015 – June 30, 2016.

1. The pay rate for this position is \$92.0870 per hour.
2. You will be paid on a bi-weekly basis.
3. As the Interim Assistant City Manager (Casual Executive 2), you will serve at the pleasure of the City Manager, and the City Manager may terminate your employment at any time.
4. This position is non-exempt from the Fair Labor Standards Act (FLSA); accordingly you will be eligible for overtime. This position is also an unclassified, at-will position and exempt from Civil Service.
5. Your schedule will be up to 40 hours per week, not to exceed 960 hours in a fiscal year.

These details and others can be discussed with me at (408) 730-7495 at your request. There will be additional steps for pre-employment coordinated through the Human Resources Department.

If you have any questions, or if there is anything that I can do to assist you in your transition, please do not hesitate to contact me.

Sincerely,

Teri Silva  
 Human Resources Director

I, Jane Chambers, agree to the position of Interim Assistant City Manager for the City of Sunnyvale, effective June 17, 2015.

Agreement to Accept: \_\_\_\_\_ Employee Signature Date: \_\_\_\_\_