



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

May 22, 2015

Anne Cain
 620 Lucas Drive
 Lafayette, CA 94549

Dear Anne:

I am pleased to offer you this appointment to the position of Interim Director of Library and Community Services (Casual Executive 2) for the City of Sunnyvale. This letter offers the terms of the City's offer of employment effective July 6, 2015 – June 30, 2016.

1. The pay rate for this position is \$96.6913 per hour.
2. You will be paid on a bi-weekly basis.
3. As the Interim Director of Library and Community Services (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, Anne Cain, agree to the position of Interim Director of Library and Community Services for the City of Sunnyvale, effective July 6, 2015.

Agreement to Accept: _____ Employee Signature Date: _____