



Office of the Town Administrator
Town of Hinesburg
10632 Rte 116
Hinesburg, VT 05461
www.hinesburg.org
jcolangelo@hinesburg.org
802.482.2281x221

Mr. Nicholas Campagna
XXX
Williston, VT

December 3, 2012

Dear Nick:

We are pleased to offer you the position of Highway Maintainer for the Town of Hinesburg. Your employment with the Town of Hinesburg will begin on December 3, 2012. Mike Anthony, Highway Foreman, will be your immediate supervisor and work with you to schedule hours and assign tasks.

This position is part of the collective bargaining agreement between the Town of Hinesburg and AFSCME (Local 1343). Per the Union Contract, we are prepared to offer you this job at the starting wage of \$16.57 per hour; this rate will be adjusted to \$17.10 upon successful completion of your probationary period and in accordance with the Union Contract. You will also be entitled to a full benefits packaged offered by the Town of Hinesburg.

As mentioned above, your appointment is subjected to a three (3) month probationary period; this period may be extended for an additional period of as much as six (6) months. You may be discharged with or without cause during the probationary period and during said period the grievance procedures outlined in the Town's Personnel Manual do not apply.

Mike Anthony, Highway Foreman, will evaluate your performance at the end of thee (3) months and recommend to the Town Administrator and the Selectboard one (1) of the following options:

1. To continue your employment with the Town of Hinesburg;
2. To extend your probationary period;
3. To discontinue your employment with the Town of Hinesburg

Although we anticipate a long and mutually rewarding relationship, you should be informed that your employment is 'at will' with no obligation on you or the Town to continue it for a set length of time.

Please review the Town Personnel Policy and Union Contract so you can familiarize yourself with all of the benefits and expectations for employees of the Town of Hinesburg.

This offer will be effective when all signatures below are obtained and a successful background check is administered by the Hinesburg Police Department.

Sincerely,

Jonathan Trefry,
Chair of Selectboard

Joe Colangelo,
Town Administrator

Michael Anthony,
Highway Foreman