



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

Mr. Anthony S. Cambridge
XXXX
XXXXX

October 21, 2013

Re: Letter of Employment, Town of Hinesburg

Dear Anthony:

We are pleased to offer you the position of Police Officer in the Hinesburg Community Police Department for the Town of Hinesburg, Vermont, as outlined in the attached job description. In exchange for your acceptance of the duties and responsibilities associated with said position we offer you the following compensation package:

- An hourly starting pay rate of \$19.50 per hour, plus overtime;
- An hourly starting pay rate, per successful completion of your field training, of \$20.00 per hour, plus overtime;
- Employee benefits as outlined in the Town's Personnel Manual and the Collective Bargaining Agreement (both attached)

Your appointment is subject to a three (3) month probationary period and this probationary period may be extended at the request of the Chief of Police. 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 does not apply. The Chief of Police will evaluate your performance at the end of the probationary period and recommend one of the following alternatives:

- Continue your employment with the Town of Hinesburg;
- Extend your probationary period;
- Discontinue your employment with the Town of Hinesburg

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

We hope you will accept our offer and begin work with the Town of Hinesburg; your start date is slated for 7:00am on Wednesday, October 30, 2013. If you have any questions about our offer or about the position and its expectations, please do not hesitate to contact me (482-2281x221) or Buildings & Facilities Director Rocky Martin (482-2281x229)

Sincerely,

Joe Colangelo,
Town Administrator

Cc: Frank Koss, Chief of Police
Missy Ross, Town Clerk/Treasurer
Personnel File

SAMPLE