



CITY OF EMERYVILLE

OFFICE OF THE CITY MANAGER
1333 PARK AVENUE
EMERYVILLE, CALIFORNIA 94608-3517

August 19, 2022

Emily Plummer-Boyd:

Subject: Offer of Employment-At Will Interim Finance Director

Dear Ms. Plummer-Boyd,

This letter is an offer of employment as the Interim Finance Director for the City of Emeryville. The terms of employment are described herein, including a start date of September 7, 2022.

This letter acknowledges that you are a retired annuitant and that Government Code subdivision 21221(h) permits retired annuitants under the California Public Employees' Retirement System ("CalPERS") to be employed without reinstatement from retirement upon appointment by a public agency to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position. The City will commence a recruitment for a permanent Finance Director following the resignation of the previous Finance Director and anticipates the position will be filled with a permanent replacement no later than January 31, 2023.

Pursuant to Emeryville Municipal Code §2-1.303, the City Manager has the authority to appoint department heads and the position of Finance Director serves as the department head for the City's Finance Department, and also as the City Treasurer.

TERM: Your employment will commence on September 7, 2022 and shall automatically terminate on October 16, 2022 unless terminated prior to this date by you or the City. In no event shall your employment exceed the 960-hour per fiscal year limit under Government Code subdivision 21221(h).

DUTIES, RESPONSIBILITIES, AND WORK HOURS: If accepted, this offer letter appoints you to the position of Finance Director for the City's Finance Department. The position of Finance Director requires specialized skills and expert professional services for a definite period of time. You will be expected to engage in the hours of work that are necessary to fulfill the obligations of the position, be available at all times, and may be required to devote time outside the normal office hours to the business of the City, including attendance at some City Council meetings. You shall generally not work more than 35 hours per week. The Finance Director position is an "exempt" classification under the overtime provisions of the federal Fair Labor Standards Act ("FLSA"), meaning you will be compensated on a salary basis, in the amount specified below, and are not entitled to overtime as defined by the FLSA.

COMPENSATION; BENEFITS PROHIBITED: Your compensation will be \$18,701 per month to equal an hourly rate of \$123.30. You are not eligible for any other benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate except for the above hourly rate and workers' compensation benefits. You will be provided any business equipment usually assigned by the City to the Finance Director for business use such as a laptop computer.

RESIGNATION/TERMINATION: You may resign at any time; provided, however, you will reasonably provide the City Manager at least two (2) weeks advance written notice. You are an at-will employee and serve at the pleasure of the City Manager. Notwithstanding the CalPERS 960 hour limit, you may be terminated at any time, with or without cause, by the City Manager. You are not entitled to any severance pay.

In accordance with state law and the requirements of the California Public Employees Retirement Law, you may not be reappointed to this position following termination of your employment.

Please sign and return a copy of this letter within seven (7) calendar days of the above date to indicate your acceptance of this offer. Please contact me or Human Resource Director Trish Raver if you have any questions.

We look forward to you joining the Emeryville Team and leading the Emeryville Finance Department.

Sincerely,

Adam W. Politzer, Interim City Manager

Agreement to Accept:

I, Emily Plummer-Boyd, agree to accept this offer for appointment to the position of Interim Finance Director for the City of Emeryville, with the start date of September 7, 2022.

Emily Plummer-Boyd

Date

cc: Trish Raver, Human Resources Director