

EMPLOYMENT AGREEMENT

STATE OF FLORIDA)
COUNTY OF ESCAMBIA)

THIS AGREEMENT, made and entered as of the 30th day of March, 2015, by and between the **CITY OF PENSACOLA**, a Florida municipality, hereinafter referred to as "City", and **ERIC W. OLSON**, hereinafter referred to as "the Employee", both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, the City, by and through the Mayor of the City (the "Mayor"), desires to employ the services of Eric W. Olson as City Administrator; and

WHEREAS, it is the desire of the City to provide certain benefits, to establish certain conditions of employment and to set working conditions of the Employee; and

WHEREAS, it is the desire of the City to (1) secure and retain the services of the Employee and to provide inducement for him to remain in such employment, (2) to make possible full work productivity by assuring the Employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee, and (4) to provide a just means for terminating the Employee's services at such time as he may be unable to fully discharge his duties due to disability, or when the Mayor may desire to otherwise terminate his employment; and

WHEREAS, the Employee desires to accept employment as City Administrator of said City;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

SECTION 1. Duties. The City hereby agrees to employ **ERIC W. OLSON** to perform such duties and functions as City Administrator and to perform such other legally permissible and proper duties and functions as may be specified from time to time by the Mayor.

SECTION 2. Term and Removal. This contract shall commence on March 30, 2015 and remain in effect until termination by the Mayor or resignation by the Employee; provided, however, that the Employee may voluntarily resign at any time and the Employee may be terminated at any time at the sole discretion of the Mayor, subject to the provisions of Section 6 below. This contractual employment relationship shall be construed as one which is terminable at will by either party. No provision of this contract shall be deemed by either party to confer a constitutionally protected property right upon the Employee, and the Employee expressly acknowledges that the benefits provided by this contract constitute the total City benefits accorded by the employment relationship and that there is no reasonable expectation of continued employment upon any term or condition not stated herein. The Employee expressly acknowledges that the provisions of this

contract do not provide the Employee with entitlement to a pre-termination hearing or any procedural or substantive benefit other than those expressly set forth in this contract.

SECTION 3. Salary and Retirement Program.

A. The Employee's salary shall be \$133,016 per year. This salary is payable periodically at the same time as other employees of the City are paid. The Employee's salary may be adjusted periodically at the sole discretion of the Mayor. The rate of compensation is at the sole discretion of the Mayor. No increase in the Employee's compensation shall be considered until Employee has completed a minimum of one (1) year continuous satisfactory service.

B. As provided for by law, the Employee shall be entitled to complete balances in all defined contribution plans held in the Employee's name as established by the City.

C. The City agrees to provide retirement benefits to the Employee in the Florida State Retirement System at a rate equal to other management employees.

SECTION 4. Working Arrangements.

A. Hours of Work. The hours of work for the Employee shall be established and are subject to change at the discretion of the Mayor. The Mayor may, in his discretion, provide remuneration or other benefit in regard to the number of service hours the Employee renders under this contract. It is hereby acknowledged that the services to be rendered under this contract are regarded as exempt under the overtime provisions of the Fair Labor Standards Act (FLSA).

B. Outside Activities. The employment provided for by this Agreement shall be the Employee's sole employment.

SECTION 5. Other Terms and Conditions.

A. The Mayor shall fix any other terms and conditions of employment, as from time to time determined, relating to the performance of the Employee, provided such terms and conditions are not inconsistent or in conflict with the provisions of this agreement, the City Charter, or any other law.

B. The Employee shall establish residency in the City of Pensacola within 90 days of commencing employment as the City Administrator.

C. The City agrees to budget for and to pay for reasonable professional dues and subscriptions of the Employee for continuation and participation in ICMA, FCCMA and other such organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the City, at the Mayor's sole discretion.

D. The City agrees to budget and pay for reasonable travel and subsistence expenses of the Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for the City, including but not limited to the ICMA Conference and meetings and the FCCMA Annual Conference and meetings, at the Mayor's sole discretion.

E. The City acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, the City shall pay for the reasonable membership fees and/or dues to enable the Employee to become an active member in local civic clubs or organizations, at the Mayor's sole discretion.

F. All provisions of the City Code, and regulations and rules of City relating to personal time off leave (PTO), holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to the Employee as they would to other employees of the City with the exception that the Employee shall be credited eighteen (18) hours of paid time off a month. On each January 1, the Employee may have a maximum accumulation of 500 hours of PTO leave. The Employee may accumulate more PTO leave time during the calendar year, without limitation, but in no case shall there be more than 500 hours of PTO leave accrued on any given January 1 of a calendar year. On the first day of the pay period beginning in January of each year, the Employee's PTO balance shall be reduced to the allowed maximum of 500 hours. These excess hours will be place in an SFMLA account. The Employee will be able to use this leave for FMLA qualifying absences or may donate this leave. The Employee may not be paid for any hours remaining in this auxiliary PTO account upon leaving City employment.

SECTION 6. Termination, Notice and Severance Pay.

A. The Mayor shall have the right to cancel and terminate this Employment Agreement with the Employee at any time, in the discretion of the Mayor. In such event, the City shall pay the Employee whose contract is being terminated an amount equal to twenty (20) weeks' severance pay, which payment may be made on regularly scheduled pay days or in a lump sum payment, at the discretion of the Mayor, if but only if the Employee executes a Waiver, in form and substance satisfactory to the Mayor, waiving any right the Employee may have to file a complaint, appeal, lawsuit, or other claim or challenge against the City of Pensacola or its elected officials, appointed officials, officers, agents or employees. Any severance pay paid pursuant to this Employment Agreement shall be net of any lawful withholdings.

B. Severance pay is calculated by dividing 140 days by 360 and then multiplying that amount by the Employee's annual salary. The calculation of severance pay will not include compensation for earned and accrued annual, sick, compensatory or administrative leave; early retirement under provisions established in an actuarially-funded pension plan; or any subsidy for cost of a group insurance plan available to an employee upon normal or disability retirement that is by policy available to all employees

C. Provided however, that payment of severance pay is prohibited if the Employee is terminated for misconduct as defined in Section 443.036(29) of the Florida Statutes. "Misconduct" includes, but is not limited to, the following:

- Conduct demonstrating willful or wanton disregard of the City's interests and found to be a deliberate violation or disregard of the standards of behavior which the City has a right to expect of the Employee; or

- Carelessness or negligence to a degree or recurrence that manifests culpability, wrongful intent, or evil design or shows an intentional and substantial disregard of the City's interests or of the Employee's duties and obligations to the City.

SECTION 7. Indemnification.

A. The City shall indemnify and hold harmless the Employee from and against any and all allegations, claims, demands, causes of action, suits, legal actions, other proceedings, injuries, liabilities, damages, costs and expenses arising out of or resulting from (i) any alleged act, event or omission of Employee in the scope of the Employee's employment or function; (ii) any alleged act, event or omission of Employee taken at the direction of or with the approval or consent of Mayor; (iii) the exercise of judgment or discretion by the Employee in the performance of his duties and responsibilities; (iv) any alleged act, event or omission of Employee occurring in the performance of duties or responsibilities delegated or assigned to Employee by the Mayor; or (v) any act, event or omission of Employee under color of state law, custom or usage, including but not limited to any civil rights lawsuit alleging that the Employee has deprived another person of rights secured under the Federal Constitution or laws. Notwithstanding the foregoing, however, City shall not indemnify Employee with respect to any act, event or omission of Employee (i) that is contrary to the Mayor's instruction or direction, (ii) that is committed while acting outside the course and scope of Employee's employment, or (iii) is committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety or property.

B. In addition, the City shall defend the Employee, by and through an attorney or attorneys selected by the Mayor, and shall pay the costs and attorneys' fees for such defense, against, with respect to or in connection with any allegations, claims, demands, causes of action, suits, legal actions and other proceedings of any nature, in whole or in part based upon, arising out of, resulting from or related to the Employee's employment by the City. The City shall be obligated to provide such defense and attorney or attorneys to the Employee in accordance with the preceding sentence notwithstanding the last sentence of Section 111.07, Florida Statutes, that may otherwise allow the City to not provide such defense and attorney(s) but rather to reimburse the Employee for court costs and reasonable attorneys' fees if the Employee prevails in the action. Notwithstanding the foregoing, however, in the event that the Employee is found to be personally liable by virtue of acts, events or omissions of Employee (1) contrary to the Mayor's instruction or direction, (ii) outside the scope of his employment, or (iii) committed in bad faith, with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety or property, then the City, in the sole discretion of the Mayor, may recover from the Employee any costs or attorneys' fees to the extent paid by the City for the defense of the Employee with respect to such matters.

SECTION 8. Conflict of Interest. Employee understands, acknowledges, and agrees that Employee is bound by all the terms and conditions of both the State and City Code of Ethics including, but not limited to those regulating conflicts of interest and confidentiality.

SECTION 9. Confidentiality. Employee understands, acknowledges and agrees that Employee occupies a confidential relationship with the Office of the Mayor; further, any

unauthorized disclosure of confidential information of whatever kind to whatever recipient shall be a separate and distinct ground for termination for misconduct at the will of the Mayor.

SECTION 10. Severability. The unenforceability or invalidity of any particular provision of this Agreement shall not affect its other provisions, and to the extent necessary to give such other provisions effect, those shall be deemed severable.

SECTION 11. Return of Materials. Immediately upon termination of this Agreement, or at any point prior to or after that time upon the specific request of the Mayor, the Employee agrees to return to the Mayor all written, tangible, or electronically stored materials of any kind belonging or relating to the City.

IN WITNESS WHEREOF, the City of Pensacola and the Employee have signed and executed the Employee Agreement, in duplicate, this April 1, 2015.

Attest:

City of Pensacola,
A Florida municipal corporation

Crisha L. Burnett
City Clerk

By: Ashton J. Hayward, III
Ashton J. Hayward, III, Mayor
City of Pensacola

Witnesses:

Jamara Fountain

Eric W. Olson
ERIC W. OLSON

[Signature]

(Seal)

**THE CITY OF PENSACOLA
RECOMMENDATION FOR PERSONNEL ACTION**

① ✓ 5

| | | | |
|------------|-----------------------------|------------------|------------------------------|
| Name | Eric Wayne Olson | Employee# | 004896 |
| Department | City Administrator's Office | Present Class | Assistant City Administrator |
| Home Dept | 001000200 | Effect Date/Time | 03/30/2015 |

| | | | |
|--------------|------------------|---|--------------|
| Address Chg | Years of Service | Cost Distribution Change | Suspension |
| Demotion | LWOP | Promotion | X Transfer |
| Ed Incentive | Military Lv | Shift Diff | 457 Def Comp |
| FMLA-LWOP | Military LWOP | Special Duty | Other |
| Fld Trg | Name Change | Appt. of OPS (EPS) to Budgeted Position | |

Bi-Weekly Payroll

| | | | | |
|----------------|------|---------------------------------------|----|-----------------------------|
| Job Code/Title | From | 1105-003 Assistant City Administrator | To | 1100-001 City Administrator |
| Range | From | n/r | To | n/r |
| Hourly Rate | From | 48.08 | To | 63.95 |
| Bi-Weekly | From | 3,846.40 | To | 5,116.00 |
| Fire OT Adj | From | | To | |
| Annual | From | 100,006.40 | To | 133,016.00 |

Remarks:

PREMIUM PAY

| | | | | |
|--------------------|------|--|----|--|
| NSD shift Diff | From | | To | |
| SDP/SDPF Spec Duty | From | | To | |
| FTP/FTPF Field Trg | From | | To | |
| CP, CPI, CPM | From | | To | |
| EIF/EIP Ed Inc | From | | To | |
| Sp10, Sp15, Sp20 | From | | To | |

Remarks:

Dept. Director/Administrator Date

Edward J. Sivan 4-10-15

Human Resources Administrator Date

Revised 08/2013

Mayor/Designee (when applicable) Date

[Signature] 4/10/15
AS H/13/15

Human Resources Reviewer Date

MEMORADUM

To: Dick Barker, Jr., Interim City Administrator

From: Edward Sisson, Human Resources Administrator

Date: September 17, 2014

RE: Salary Adjustment and Reclassification of Eric Olson

Per the memo issued by the Mayor on August 14, 2014, our City Administrator, Colleen Castille resigned from her position effective September 3, 2014. As a result of her resignation, management took the opportunity to restructure the overly large role of one person as City Administrator, and divide the responsibilities over the three classifications of Assistant City Administrator, City Administrator, and Chief Operations Officer.

The Assistant City Administrator is to be filled by Mr. Olson effective August 14, 2014.

Taking into account the increase in responsibilities assumed by Mr. Olson as Assistant City Administrator, his salary is to be raised from \$65,000 annually to \$100,006.40 annually. This places Mr. Olson's salary at a level that is in line, or just slightly under, the salary levels of some of the Directors/Administrators he is to oversee.

The Human Resources Office is in support of this reclassification and salary adjustment.

Please feel free to contact me should you have any questions regarding this recommendation.

Cc: Tamara Fountain, Chief Operations Officer
Eric Olson, Assistant City Administrator

RECOMMENDATION FOR PERSONNEL ACTION

8 ✓

| | | | |
|--------------|-----------------------------|---|-------------------------|
| Name | Eric W. Olson | Employee# | 004896 |
| Department | City Administrator's Office | Present Class | Initiatives Coordinator |
| Home Dept | 001000200 | Effect Date/Time | 8/14/2014 |
| Address Chg | | Years of Service | |
| Demotion | | LWOP | |
| Ed Incentive | | Military Lv | |
| FMLA-LWOP | | Military LWOP | |
| Fld Trg | | Name Change | |
| | | Cost Distribution Change | |
| | | Promotion | X |
| | | Shift Diff | |
| | | Special Duty | |
| | | Suspension | |
| | | Transfer | |
| | | 457 Def Comp | |
| | | Other | |
| | | Appt. of OPS (EPS) to Budgeted Position | |

Bi-Weekly Payroll

| | | | | |
|----------------|------|----------------------------------|----|---------------------------------------|
| Job Code/Title | From | 1253-001/Initiatives Coordinator | To | 1105-003/Assistant City Administrator |
| Range | From | C-03 | To | C-05 |
| Hourly Rate | From | \$31.25 | To | \$48.08 |
| Bi-Weekly | From | \$2,500 | To | \$3,846.40 |
| Fire OT Adj | From | | To | |
| Annual | From | \$65,000 | To | \$100,006.40 |

Remarks:

100% Cost Distribution 001-000200.119208
Home Department/same

PREMIUM PAY

| | | | | |
|--------------------|------|--|----|--|
| NSD shift Diff | From | | To | |
| SDP/SDPF Spec Duty | From | | To | |
| FTP/FTPF Field Trg | From | | To | |
| CP, CPI, CPM | From | | To | |
| EIF/EIP Ed Inc | From | | To | |
| Sp10, Sp15, Sp20 | From | | To | |

Remarks:

Dept. Director/Administrator Date

Mayor/Designee (when applicable) Date

[Signature] 8/26/14


Edward J. Simon 8-29-14

AV 8/28/14

Human Resources Administrator Date

Human Resources Reviewer Date

NEOGOV 

 Tracy Walsh

Post Approvals

View/Edit Requisition
Edit

Class Title: Assistant City Administrator
Class Code: 1105
Creator: [Walsh, Tracy](#)

* Required

Desired Start Date:

- * Requisition #: 00501
- Working Title: Assistant City Administrator
- Vacancies: 1
- * Department: Office of the Mayor
- Division:
- * Hiring Managers: Barker, Richard
- Job Term: Full time
- List Type:
- Position Type:

| Position Control | Position # | First Name | Last Name | Vacancy Date |
|------------------|------------|------------|-----------|--------------|
|------------------|------------|------------|-----------|--------------|

- Skills:
- Comments: Request to promote Eric Olson as Assistant City Administrator, effective 8/14/2014. \$48.08/hour
- Approval 1: Finance Approver
 - Barker, Richard
 - McLellan, Yvette

Must approve before next approval
- Approval 2: HR Approver
 - Walsh, Tracy

Must approve before next approval
- Approval 3: HR Background
 - Goodwyn, Hosea

Must approve before next approval
- Approval 4: HR Administrator
 - Sisson, Edward

Must approve before next approval
- Approval 5: Clinic
 - Wilson, Kristy
 - McNair, Leigh

Must approve before next approval
- Approval 6: Archiver
 - Kelley, Lyn
 - Goodwyn, Hosea

Final approval

Attachments: [Add New](#)

| Attachment Title | Date Uploaded | File Name | Action |
|------------------|---------------|-----------|--------|
|------------------|---------------|-----------|--------|

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Approval History

Post Approvals

Assistant City Administrator 00501

| Action Date | Approver | Phone | Approve/Deny | Returned To | Phone |
|----------------------|-----------------|--------------|--------------|-------------|-------|
| 08/27/14 06:44 PM | Barker, Richard | 850-435-1823 | Approved | N/A | N/A |
| 08/28/14 07:50 AM | Walsh, Tracy | 435-1662 | Approved | N/A | N/A |
| 08/28/14 11:01 AM | Goodwyn, Hosea | 850-435-1660 | Approved | N/A | N/A |
| Background complete. | | | | | |
| 08/28/14 11:37 AM | Sisson, Edward | 850-435-1727 | Approved | N/A | N/A |
| 08/29/14 08:54 AM | McNair, Leigh | | Approved | N/A | N/A |

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REQUEST FOR BUDGET TRANSFER

| DEPARTMENT | ACTIVITY |
|------------|----------|
| Mayor | |

TRANSFER TO: SEE BELOW

| Account No. | Amount |
|-------------|--------|
| | |

TRANSFER FROM: SEE BELOW

| Account No. | Amount |
|-------------|--------|
| | |

JUSTIFICATION OF REQUEST (Be Specific)

Change title of one (1) Initiatives Coordinator (C-03 PCN #1253-001) to Assistant City Administrator (C-05 PCN #1105-003); 08/14/14.

BUDGET COMMENTS: (Budget Office)

- APPROVED
- DISAPPROVED

DATE: _____

8/19/14
DATE


INTERIM CITY ADMINISTRATOR

APPROVED: _____
DEPARTMENT

Submit One (1) copy to Budget Office.

EMPLOYMENT AGREEMENT

STATE OF FLORIDA)
COUNTY OF ESCAMBIA)

THIS AGREEMENT, made and entered into this 14th day of August, 2014, by and between the Mayor of the City of Pensacola, Florida, hereinafter referred to as "Mayor", and **Eric W. Olson** hereinafter referred to as "The Employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, the Mayor desires to employ the services of **Eric W. Olson** and

WHEREAS, it is the desire of the Mayor to provide certain benefits, to establish certain conditions of employment and to set working conditions of The Employee; and

WHEREAS, it is the desire of the Mayor to (1) secure and retain the services of The Employee and to provide inducement for him to remain in such employment, (2) to make possible full work productivity by assuring The Employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee, and (4) to provide a just means for terminating The Employee's services at such time as he may be unable to fully discharge his duties due to disability, or when Mayor may desire to otherwise terminate his employment; and

WHEREAS, The Employee desires to accept employment as **Assistant City Administrator** of said City;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

SECTION 1. Duties. Mayor hereby agrees to employ **Eric W. Olson** to perform such duties and functions as specified from time to time by the Mayor.

SECTION 2. Term and Removal. This contract shall commence on August 14, 2014 and remain in effect until termination by Mayor or resignation by The Employee; provided, however, that The Employee may voluntarily resign at any time and The Employee may be terminated at the sole discretion of the Mayor, subject to the provisions of Section 6 as stated herein. This contractual employment relationship shall be construed, as one, which is terminable at will by either party. No provision of this contract shall be deemed by either party to confer a constitutionally protected property right upon The Employee, and The Employee expressly acknowledges that the benefits provided by this contract constitute the total City of Pensacola benefits accorded by the employment relationship and that there is no reasonable expectation of continued employment upon any term or condition not stated herein. The Employee expressly

acknowledges that the provisions of this contract do not provide The Employee with entitlement to a pre-termination hearing or any procedural or substantive benefit other than those expressly set forth in this contract.

SECTION 3. Salary and Retirement Program.

A. The salary range for The Employee shall be that as set forth in the Administrative Pay Plan as established by the City Council for all professional non-civil service appointed Employees of the City as the same may be amended from time to time. The salary for The Employee within this range shall be that amount periodically established by the Mayor. The salary for The Employee is payable periodically at the same time as other Employees of the City are paid.

B. As provided for by law, The Employee shall be entitled to complete balances in all defined contribution plans held in The Employee's name as established by the City.

SECTION 4. Hours of Work. The hours of work for The Employee shall be established and are subject to change at the discretion of the Mayor. Although the Mayor may, in his discretion, provide remuneration or other benefit in regard to the number of hours The Employee renders service under this contract, it is hereby acknowledged that the services to be rendered under this contract are regarded as exempt under the overtime provisions of the Fair Labor Standards Act (FLSA), unless otherwise stated.

SECTION 5. Other Terms and Conditions.

A. The Mayor shall fix any other terms and conditions of employment, as from time to time determined, relating to the performance of The Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the City Charter, or any other law.

B. All provisions of the City Code, and regulations and rules of City relating to personal time off leave (PTO), holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, shall also apply to The Employee as they would to other Employees of the City with the exception that The Employee shall be credited eighteen (18) hours of paid time off a month. On each January 1, The Employee may have a maximum accumulation of 500 hours of PTO leave. The Employee may accumulate more PTO leave time during the calendar year, without limitation, but in no case shall there be more than 500 hours of PTO leave accrued on any given January 1 of a calendar year. On the first day of the pay period beginning in January of each year, the employee's PTO balance shall be reduced to the allowed maximum of 500 hours. These excess hours will be placed in an SFMLA account. The Employee will be able to use this leave for FMLA qualifying absences or may donate this leave. The Employee may not be paid for any hours remaining in this auxiliary PTO account upon leaving City employment.

SECTION 6. Termination, Notice and Severance Pay

A. The Mayor shall have the right to cancel and terminate this Employment Agreement with The Employee at any time, in the discretion of the Mayor. In addition, the Mayor shall pay The Employee whose contract is being terminated the payment of ninety (90) days' severance pay, which payment may be made on regularly scheduled pay days or in a lump sum payment, at the discretion of the Mayor in exchange for executing a Waiver, waiving any right The Employee may have to file a complaint, appeal, lawsuit, or other challenge against the City of Pensacola or its officers, agents, or the Employees. Severance pay is calculated by dividing 90 days by 360 and then multiplying that amount by The Employee's annual salary. Any severance pay paid pursuant to this Employment Agreement shall be net of any lawful withholdings.

B. Provided however, that in the event The Employee is terminated because of his conviction in the trial court of any felony or any employment related misdemeanor of the first degree, then in that event, the Mayor has no obligation to give notice or pay the aggregate severance sum designated in this paragraph.

SECTION 7. Indemnification and Bonding

Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring in the course and scope of Employee's duties as **Assistant City Administrator** or resulting from the exercise of judgment or discretion in the course and scope of program duties or responsibilities as decided by the Mayor pursuant to the current City of Pensacola errors and omissions/breach of duty or employment practices violation insurance policy.

SECTION 8. Conflict of Interest

Employee understands, acknowledges, and agrees that employee is bound by all the terms and conditions of both the State and City Code of Ethics including, but not limited to those regulating conflicts of interest and confidentiality.

SECTION 9. Confidentiality

Employee understands, acknowledges and agrees that employee occupies a confidential relationship with the office of the Mayor; further, any unauthorized disclosure of confidential information of whatever kind to whatever recipient shall be a separate and distinct ground for termination at the will of the Mayor.

IN WITNESS WHEREOF, the Mayor of the City of Pensacola, Florida, and The Employee have signed and executed the Employee Agreement, in duplicate, this August 14, 2014.

Attest:

Cricket L. Burnett
City Clerk

Ashton J. Hayward, III
Ashton J. Hayward, III, Mayor/Designee
City of Pensacola

Eric W. Olson
Eric W. Olson

Witness:

Rebecca M. Tice

(Seal)

THE CITY OF PENSACOLA
RECOMMENDATION FOR PERSONNEL ACTION
APPOINTMENT

LD

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| | |
|----------------|-----------|
| Effective Date | 9/16/2013 |
|----------------|-----------|

| | | |
|--|----------------------|---|
| Non-classified | Contractual | X |
| OPS/Extra Personnel Services (Temp) Duration of employment must be specified: | Elected or Appointed | |
| OPS/Extra Personnel Services (Permanent) | | |

| | | | | | |
|---------------------------|------------------|-----|------------|------------|--------|
| Name(as shown on SS card) | ERIC WAYNE OLSON | SS# | [REDACTED] | Employee # | 004896 |
|---------------------------|------------------|-----|------------|------------|--------|

| | | | | | | | |
|---------------|------------|----------------|---|------|---|-----|---|
| Date of Birth | [REDACTED] | Marital Status | M | Race | W | Sex | M |
|---------------|------------|----------------|---|------|---|-----|---|

| | |
|-----------------|------------|
| Mailing Address | [REDACTED] |
|-----------------|------------|

| | | | | | |
|------|------------|-------|------------|-----|------------|
| City | [REDACTED] | State | [REDACTED] | Zip | [REDACTED] |
|------|------------|-------|------------|-----|------------|

| | | | |
|---------------|---------------------------|-------------|------------|
| Dept/Activity | CITY ADMINISTRATOR OFFICE | Home Dept # | 001-000200 |
|---------------|---------------------------|-------------|------------|

| | | | |
|----------------|----------------------------------|-------|------|
| Job Code/Title | 1253-001 INITIATIVES COORDINATOR | Range | C-03 |
|----------------|----------------------------------|-------|------|

| | | | | | |
|-------------|---------|-----------|------------|---------------|-------------|
| Hourly Rate | \$31.25 | Bi-Weekly | \$2,500.00 | Annual Salary | \$65,000.00 |
|-------------|---------|-----------|------------|---------------|-------------|

Pension

| | | | | | |
|-----|---|------|--|--------|--|
| FRS | x | Fire | | Police | |
|-----|---|------|--|--------|--|

Deferred Compensation Plans

| | | |
|-------------------------------|---|----------------------------------|
| Social Security | x | 457 Social Security Replacement |
| FRS 457 Deferred Compensation | x | 457 OBRA Extra Personal Services |

Prior City Service

| | | | |
|------------|--|-------|--|
| Department | | Dates | |
|------------|--|-------|--|

(INFORMATION BELOW NECESSARY FOR DEPENDENT LIFE AND SURVIVOR DISABILITY)

Spouse

| | | | | | |
|------|------------|---------------|--|---------------|--|
| Name | [REDACTED] | Date of Birth | | Marriage Date | |
|------|------------|---------------|--|---------------|--|

Children:

| Name | Birth Date |
|------|------------|
| | |
| | |
| | |
| | |


Dept. Director/Administrator Date


Sherril Kuehna 9/17/13
Human Resources Administrator Date

Revised 9/2013

Mayor/Designee (when applicable) Date

Ar 9/23/13
Human Resources Reviewer Date

NEOGOV 

 Tracy Walsh

Post Approvals

View/Edit Requisition

[Edit](#)

Class Title: **Initiatives Coordinator**
 Class Code: **1253**
 Creator: **Walsh, Tracy**

* Required

Desired Start Date:

- * Requisition #: 00234
- Working Title: Initiatives Coordinator
- Vacancies: 1
- * Department: Office of the Mayor
- Division:
- * Hiring Managers: Kuchera, Sherrer
- Job Term: Full time
- List Type: Regular
- Position Type: New Position

| Position Control | Position # | First Name | Last Name | Vacancy Date |
|------------------|------------|------------|-----------|--------------|
|------------------|------------|------------|-----------|--------------|

Skills:

Comments: PCN 1253-001, the Mayor requests to hire Eric Olsen for this position at a salary of \$65,000.

- | | | | | |
|------------------------------|--|--|--|-----------------------------------|
| Approval 1: Finance Approver | | | | Must approve before next approval |
| - Barker, Richard | | | | |
| - McLellan, Yvette | | | | |
| Approval 2: HR Administrator | | | | Must approve before next approval |
| - Kuchera, Sherrer | | | | |
| Approval 3: HR Approver | | | | Must approve before next approval |
| - Walsh, Tracy | | | | |
| Approval 4: Clinic | | | | Must approve before next approval |
| - Wilson, Kristy | | | | |
| - Maruschak, Jill | | | | |
| Approval 5: Archiver | | | | Final approval |
| - Nichols, Debra | | | | |

Attachments: [Add New](#)


| Attachment Title | Date Uploaded | File Name | Action |
|------------------|---------------|-----------|--------|
|------------------|---------------|-----------|--------|

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8

NEOGOV 

 Tracy Walsh

Post Approvals

Approval History

Initiatives Coordinator 00234

| Action Date | Approver | Phone | Approve/Deny | Returned To | Phone |
|-------------------|------------------|--------------|--------------|-------------|-------|
| 09/10/13 10:42 AM | Barker, Richard | 850-435-1823 | Approved | N/A | N/A |
| 09/10/13 11:31 AM | Kuchera, Sherrer | 850-435-1727 | Approved | N/A | N/A |
| 09/10/13 12:00 PM | Walsh, Tracy | 850-435-1662 | Approved | N/A | N/A |
| 09/16/13 07:44 AM | Maruschak, Jill | 435-1664 | Approved | N/A | N/A |

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Payroll Calculator

Annual Salary Conversion to Hourly Rate

Step 1. Insert annual salary in cell.

Step 2 (no input) Annual salary is converted to hourly rate and tested against annual s

USER FIELDS A9 - F14

| |
|--|
| |
|--|

1. Insert Annual Salary
65,000.00

| Hourly | Biweekly | Annual Salary |
|--------|----------|---------------|
| 31.25 | 2500.00 | |
| 31.25 | 2500.00 | 65,000.00 |
| 31.25 | 2500.00 | 65,000.00 |

*Cannot exceed annual salary of agreement. Hourly rate will still need to be tested for maximum of range civil service and contract. Use appropriate payroll calculator.

Adriana Van Landingham

From: Tracy Walsh
Sent: Tuesday, September 17, 2013 11:10 AM
To: Adriana Van Landingham
Subject: RE: Erick Olson

*Initiative Coordinator
C-03*

PCN 1253-001
Home Department 001-000200
Cost Distribution 001-000200-119208

Tracy Walsh
Human Resources Manager
Human Resources
City of Pensacola
(850) 435-1662
(850) 595-1298 FAX



For Non-Emergency Citizen Requests, Dial 311 or visit Pensacola311.com

Florida has a very broad public records law. As a result, any written communication created or received by City of Pensacola officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

From: Tracy Walsh
Sent: Monday, September 16, 2013 4:12 PM
To: Adriana Van Landingham
Subject: RE: Erick Olson

He will bring me a copy of his SS. I am waiting for Cheryl to let me know the project code for his cost distribuiton.

Tracy Walsh
Human Resources Manager
Human Resources
City of Pensacola
(850) 435-1662
(850) 595-1298 FAX



EMPLOYMENT AGREEMENT

STATE OF FLORIDA)
COUNTY OF ESCAMBIA)

THIS AGREEMENT, made and entered into this 16th day of September, 2013 by and between the Mayor of the City of Pensacola, Florida, hereinafter referred to as "Mayor", and **Eric W. Olson**, hereinafter referred to as "The Employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, the Mayor desires to employ the services of **Eric W. Olson**; and

WHEREAS, it is the desire of the Mayor to provide certain benefits, to establish certain conditions of employment, and to set working conditions of The Employee; and

WHEREAS, it is the desire of the Mayor to (1) secure and retain the services of The Employee and to provide inducement for him to remain in such employment, (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of The Employee, and (4) to provide a just means for terminating Employee's services at such time as he may be unable to fully discharge his duties due to disability or when Mayor may desire to otherwise terminate his employment; and

WHEREAS, The Employee desires to accept employment as **Initiatives Coordinator** of said City;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereby agree as follows:

SECTION 1. Duties. Mayor hereby agrees to employ **Eric W. Olson** to perform such duties and functions as specified from time to time by the Mayor.

SECTION 2. Term and Removal. This contract shall commence on September 16, 2013 and remain in effect until termination by Mayor or voluntary resignation by The Employee; provided, however, that The Employee may voluntarily resign at any time, and The Employee may be terminated at the sole discretion of the Mayor subject to Section 6 as stated herein. Either party shall construe this contractual employment relationship as one that is terminable at will.

SECTION 3. Salary and Retirement Program.

A. The salary range for The Employee shall be that as set forth in the Administrative Pay Plan as established by the Mayor for all professional, non-civil service appointed employees of the City as the same may be amended from time to time. The salary for The Employee within this range shall be that amount periodically established by the Mayor. The salary for The Employee is payable periodically at the same time as other employees of the City are paid.

B. As provided for by law, The Employee shall be entitled to complete balances in all defined contribution plans held in The Employee's name as established by the City.

SECTION 4. Hours of Work. The hours of work for The Employee shall be established and are subject to change at the discretion of the Mayor. Employment provisions of the Fair Labor Standards Act (FLSA) shall prevail for The Employee.

SECTION 5. Other Terms and Conditions.

A. The Mayor shall fix any other terms and conditions of employment, as from time to time determined, relating to the performance of The Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Charter, or any other law.

B. All provisions of the City Code and regulations and rules of the City relating to personal time off leave (PTO), holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended shall also apply to The Employee as they would to other employees of the City. On each January 1, The Employee may have a maximum accumulation of 500 hours of PTO leave. The Employee may accumulate more PTO leave time during the calendar year, without limitation, but in no case shall there be more than 500 hours of PTO leave accrued on any given January 1 of a calendar year. On the first day of the pay period beginning in January of each year, the employee's PTO balance shall be reduced to the allowed maximum of 500 hours. These excess hours will be placed in a SFMLA account. The Employee will be able to use this leave for FMLA qualifying absences or may donate this leave. The Employee may not be paid for any hours remaining in the SFMLA account upon leaving City employment.

SECTION 6. Termination, Notice and Severance Pay

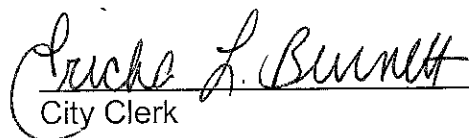
A. In the event the Mayor decides to exercise his right to terminate The Employee, then and in that event, the Mayor agrees to give The Employee 30 days notice or to pay The Employee a lump sum cash payment of 30 days base salary in return for The Employee's resignation and agreement to forego litigation related to employment with the City of Pensacola.

B. Provided, however, that in the event The Employee is terminated because of his conviction in the trial court of any felony or any employment related misdemeanor of the first degree, then the Mayor has no obligation to give notice or pay the aggregate severance sum designated in this paragraph.


C. In the event The Employee voluntarily resigns his position with the City, The Employee shall give the Mayor a minimum of thirty (30) days notice in advance. The parties may mutually agree to a lesser period of time. After the Mayor has received the thirty (30) days notice from The Employee, or if the parties have agreed upon a lesser period of time, and if Mayor desires to subsequently terminate The Employee prior to expiration of the time period, The Employee shall be paid for the balance of the period. The Employee may receive a lump sum cash payment of 30 days base salary.

IN WITNESS WHEREOF, the Mayor of the City of Pensacola, Florida and The Employee have signed and executed this Employment Agreement in duplicate this SEPTEMBER 16, 2013.

Attest:

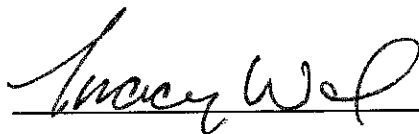


Triche L. Burnett
City Clerk




Ashton J. Hayward, III, Mayor/Designee
City of Pensacola

Witness:



Tracy Wolf



Eric W. Olson

(SEAL)



OFFICE of HUMAN RESOURCES

September 9, 2013

Eric Olson


Dear Mr. Olson:

On behalf of the Mayor, this letter formally offers you the position of **Initiatives Coordinator** with the City of Pensacola, contingent on your passing the City's Pre employment background check and Employment Medical Examination and drug screen. Please contact the clinic at (850) 435-1664 to schedule the examination, which will be conducted at Baptist Occupational Health Clinic, 9400 University Parkway, Pensacola, Florida, 32514. The City will consider reasonable accommodation of any impairing condition, on a case-by-case basis, depending upon the circumstances.

You'll be asked to sign a contractual agreement with Mayor Hayward, who has approved your starting salary at \$65,000 annually, paid bi-weekly at a rate of \$2,500. During your first week of work, you will receive a packet of information which will describe City benefits. This, along with City procedures and policies, will be explained in detail during your orientation meeting. These benefits include coverage by the Florida Retirement System (FRS) with a state-required employee contribution of 3% of FRS covered pay.

Because the City of Pensacola participates in the Florida Retirement System (FRS), the enclosed FRS form is required to be completed and returned. The form explains that if you are retired from a State of Florida administered retirement plan, your benefits could be severely impacted by reemployment with a covered employer such as the City of Pensacola.

Please notify this office of your decision and confirm that your anticipated start is September 16, 2013.

Sincerely,

A handwritten signature in black ink that reads "Sherrer L. Kuchera".

Sherrer L. Kuchera
Human Resources Administrator

C: Personnel File

EVERYTHING THAT'S GREAT ABOUT FLORIDA IS BETTER IN PENSACOLA.
222 West Main Street Pensacola, FL 32502 / T: 850.435.1720 / www.cityofpensacola.com

The City of Pensacola is an equal opportunity employer with regard to affirmative action and disability employment.

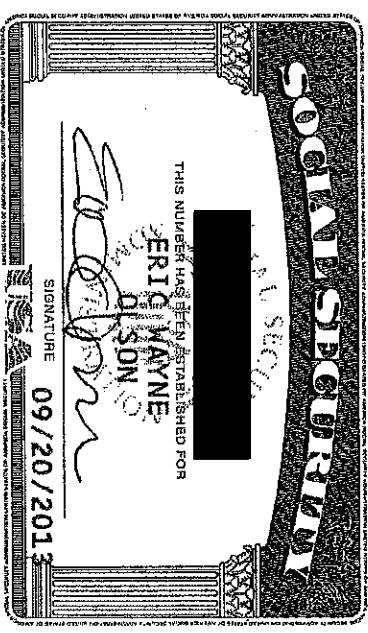
YOUR SOCIAL SECURITY CARD

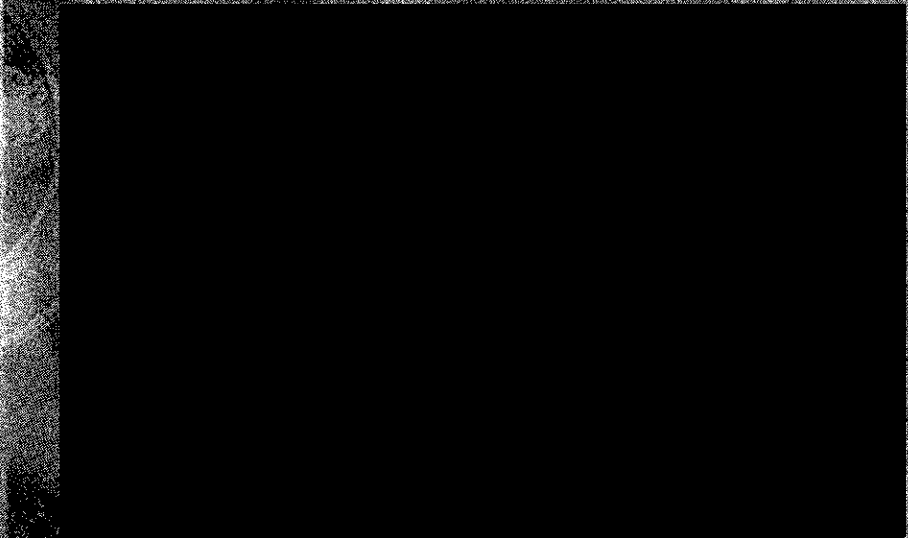
Keep this stub with your personal records. The other side contains important information.

Please note: The date we issued this card is shown below the signature line.

ADULTS: Sign this card in ink immediately.
CHILDREN: Do not sign until age 18 or your first job, whichever is earlier.
Keep your card in a safe place to prevent loss or theft. DO NOT CARRY THIS CARD WITH YOU.
Do not laminate.

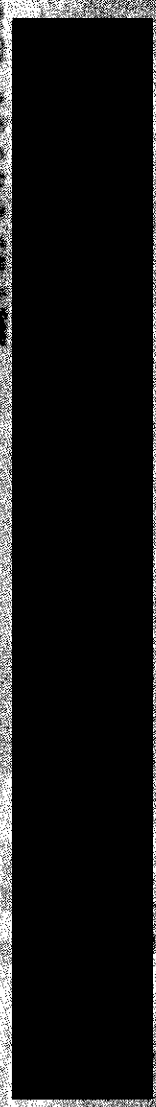
ERIC MAYNE OLSON



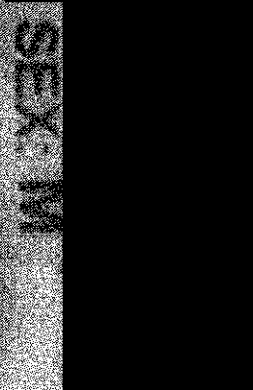
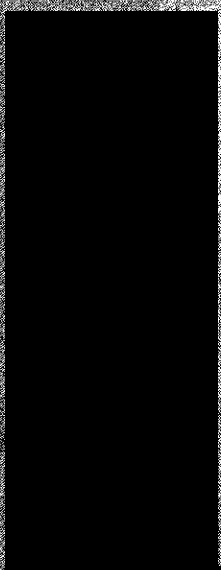


INDIAN MOTOR DRIVERS LICENSE

DRIVER LICENSE CLASS E



ERIC WAYNE OLSON



SEX: M

ISSUED: 01-13-2014 HGT: 6-00

EXPIRES: 11-10-2019

REST

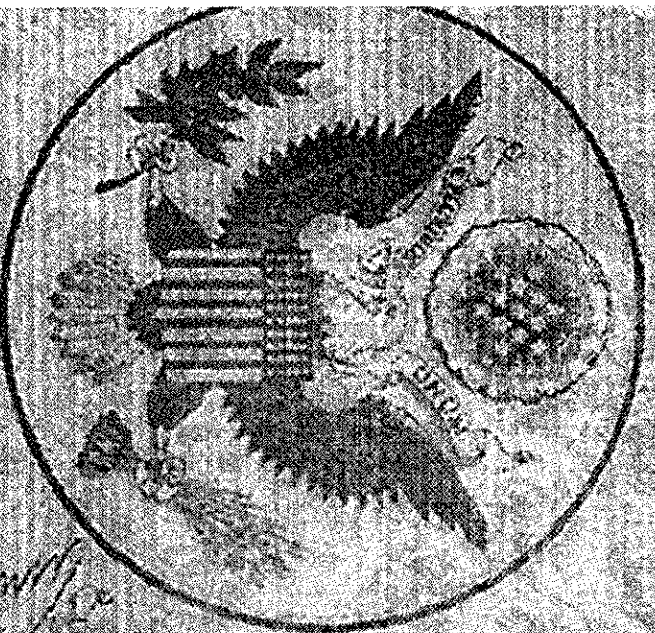
ENDORSE

EW Olson
OREGON DRIVER

SAFE DRIVER

operation of a motor vehicle constitutes consent to any sobriety test required by law.

UNITED STATES UNIFORMED SERVICE

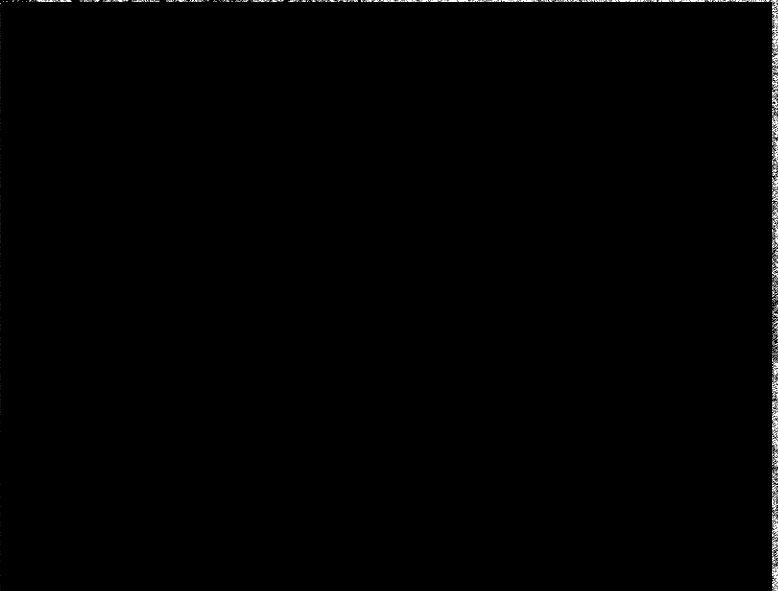


RANK / PAY GRADE

CDR / O5

SIGNATURE

[Handwritten Signature]



DELSON, ERIC WAYNE

IDENTIFICATION CARD

U.S. NAVY

RETIRED



EXPIRATION DATE

INDEF

SOCIAL SECURITY NUMB



DATE OF BIRTH

WEIGHT
185

HEIGHT
72

HAIR COLOR
BN

EYE COLOR
BL

DATE OF ISSUE

011APR04

MEDICAL

DIRECT: YES

CIVILIAN

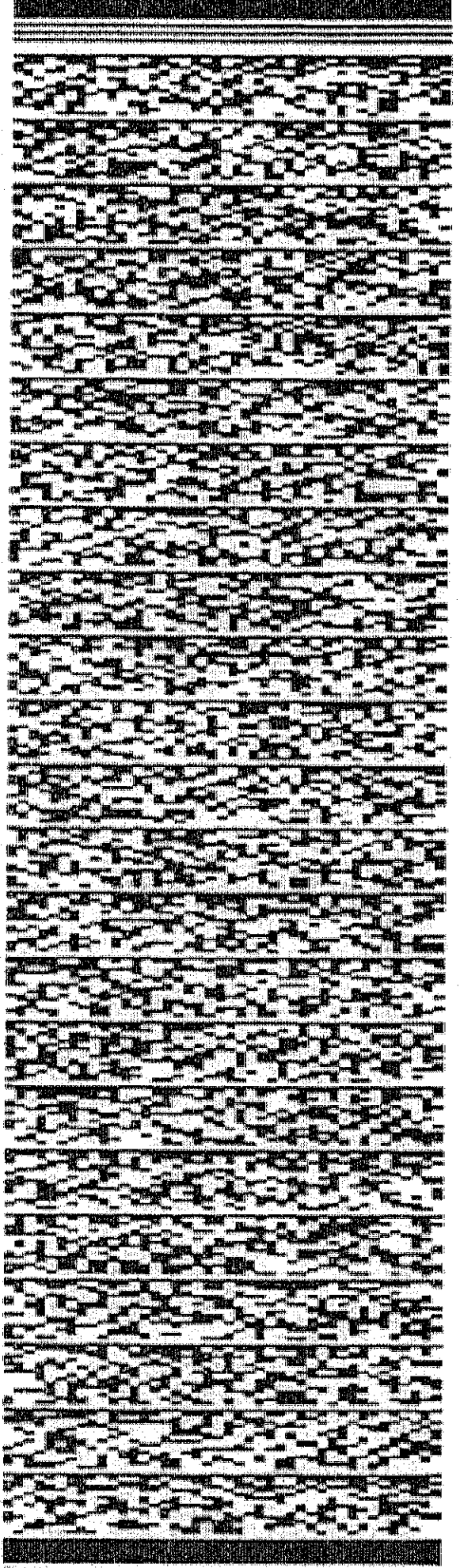
YES

EFF DATE

2011APR01

EXP DATE

2027OCT



FORM 2 (RETIRED)

OCT 93

PROPERTY OF US GOVERNMENT

USD(P&R) OCT 20

REC 2013263 140914 H6FDOCE0 CZVK CIPQYAF PQAF (F-CZV) ***

DTE:09/20/13

SSN:



XC:

UNIT:1MS

PG:001

SOCIAL SECURITY ADMINISTRATION
SOCIAL SECURITY NUMBER PRINTOUT

OUR RECORDS INDICATE THAT SOCIAL SECURITY NUMBER [REDACTED] IS ASSIGNED TO ERIC , WAYNE , OLSON , .

YOUR SOCIAL SECURITY CARD IS THE OFFICIAL VERIFICATION OF YOUR SOCIAL SECURITY NUMBER. THIS PRINTOUT DOES NOT VERIFY YOUR RIGHT TO WORK IN THE UNITED STATES.

PROTECT YOUR SOCIAL SECURITY NUMBER FROM FRAUD AND IDENTITY THEFT. BE CAREFUL WHO YOU SHARE YOUR NUMBER WITH.

Social Security Admin.
411 W. Garden Street
Pensacola, FL 32502-4730

Social Security Administration
Important Information

Social Security Administration
SOCIAL SECURITY
411 W GARDEN ST
PENSACOLA, FL 32502-9921
Date: September 20, 2013

ERIC WAYNE OLSON


This is a receipt to show that you applied for a Social Security card on September 20, 2013. You should have your card in about 2 weeks. Any document(s) you have submitted are being returned to you with this receipt.

If you do not receive your Social Security card within 2 weeks, please let us know. You may call, write or visit any Social Security office. If you visit an office, please bring this receipt with you. To protect your privacy, we will not disclose a Social Security number over the telephone.

The Social Security Administration is required by law to limit replacement Social Security cards to three per year and ten per lifetime. Do not carry your Social Security card with you. Keep it in a safe location, not in your wallet.

M. Smith
SERVICE REP
for, Field Office Manager



www.lix.com
(800) 683-8553

DRIVER RECORD REPORT FOR FLORIDA

305648657

| | | | | | |
|-------------|-----------|--------|-----------|-----------|------|
| REPORT DATE | REQUESTOR | ACCT# | SEQUENCE# | BILL CODE | PAGE |
| 09/09/2013 | TKW | 109792 | 576640594 | 000 | 1 |

| | | | | |
|-----------------------|------------|------------------------|---------------|---------|
| LICENSEE NAME/ADDRESS | | LICENSE NUMBER | LICENSE CLASS | STATUS |
| ERIC WAYNE OLSON | | [REDACTED] | E | ELIGIBL |
| [REDACTED] | | DATE OF BIRTH | RESTRICTIONS | |
| [REDACTED] | | [REDACTED] | | |
| ISSUED | EXPIRES | DRIVER DESCRIPTION | | |
| 01/12/2011 | 11/10/2019 | Gender: M Height: 6'00 | | |

| | |
|--|---------|
| REPORT PREPARED FOR | COMMENT |
| CITY OF PENSACOLA, HUMAN RESOURCES PO BOX 12910 PENSACOLA, FL 32521-0001 | |

This report is generated for employment purposes only and may not be used for any other purpose. The use and dissemination of the report and information in it must comply with your iiX agreement and the Fair Credit Reporting Act, the Driver's Privacy Protection Act, and any applicable state statute(s). The data in the report from the applicable state agency or service bureau is provided through iiX "as is."

MISCELLANEOUS AND STATE SPECIFIC INFORMATION

REQUESTED AS: ERIC WAYNE OLSON DOB: [REDACTED] LICENSE: [REDACTED]
 PERS:01: ELIGIBLE ELIGIBL E 0112201111102019
 LIC CLASS: E DESC: OPERATOR
 LIC STATUS: ELIGIBLE
 LIC ISSUED: 01/12/2011
 LIC EXPIRES: 11/10/2019
 PREVIOUSLY HELD LICENSE IN 'ID' LICENSE NUMBER: [REDACTED]
 EXAMS TAKEN, VISION=1 RD SIGN=1 RD RULES=1 DRIVE=1 MC RULES=0 MC SKILL=0
 ORIGINAL ISSUE DATE: 01/12/11
 NO ENTRY WITHIN THE PAST 7 YEARS AGAINST RECORD IN ABOVE NAME
 ** BLOCK PERSONAL INFORMATION **
 ** BLOCK FOR MAILING LIST **
 ** THIS PERSON HAS A DIGITAL IMAGE **
 ** THIS PERSON HAS A REAL ID **
 NOTE Request match analysis: dl=Y, ln=Y, fn=Y, dob=Y

DRIVING RECORD HISTORY

| TYPE | VIOL/SUS | CONV/REI | DESCRIPTION | CODE | POINTS | SVC | SCORE |
|--------------------|----------|----------|-------------|------|--------|-----|-------|
| ** CLEAR RECORD ** | | | | | | | |

If you are an iiX Customer, and have
 iiX
 1716 Briarcrest Dr Ste 200
 Bryan, TX 77802
 Telephone: 1-800-683-8553

Refer Consumer to:
 iiX-FCRA
 1716 Briarcrest Dr Ste 200
 Bryan, TX, TX 77802
 Telephone: 1-866-560-7015

*** END OF REPORT ***



Criminal SuperSearch Results

576640595

www.iiX.com
(800) 683-8553

| REPORT DATE | REQUESTOR | ACCT# | SEQUENCE# | REPORT ID | BILL CODE | PAGE |
|-------------|-----------|--------|-----------|-----------------|-----------|------|
| 09/09/2013 | TKW | 109792 | 576640595 | H99201318277486 | 000 | 1 |

| REQUESTED SUBJECT NAME | SSN | DATE OF BIRTH |
|------------------------|------------|---------------|
| ERIC W. OLSON | [REDACTED] | [REDACTED] |

| REPORT PREPARED FOR | COMMENT |
|--|---------|
| CITY OF PENSACOLA, HUMAN RESOURCES PO BOX 12910 PENSACOLA, FL 32521-0001 | |

This report has been generated for employment purposes only, and may be used solely as a factor in evaluating the named individual for employment, promotion, reassignment or retention as an employee and not for any other purpose. The use and dissemination of this report and the information contained therein must be in accordance with your agreement with iiX and in compliance with the Fair Credit Reporting Act and any applicable federal or state statutes. iiX does not warrant or guarantee the accuracy or completeness of the information provided. A validated SSN only indicates that it has been verified against information provided by the Social Security Administration. It does not verify that the SSN belongs to the subject of the search. Proper use of this report and final verification of the named individual's identity is the user's sole responsibility.

Results may include sex offender matches based on **name only**. Please verify that the following offense records(s) are indeed for the person you are investigating. If the details of the record(s) below do not match those of your subject then there are no record(s) found based on the search criteria you submitted. This report is based on criteria input by the requester and is the result of matches made in a search of available data from public record sources.

Subject Information (Inmate Record):

Match Criteria: Name, Year of Birth

Name: OLSON, ERIC
County: UNKNOWN, CA
DOB:
SSN:

Gender: Unknown
Hair:

Height:
Eyes:

Weight:

No match

Crime Information (Record 1):

Date: Counts: Charge Code: H11377(A) Charge Class:

Crime Information (Record 2):

Date: Counts: Charge Code: V10851(A) Charge Class:

Crime Information (Record 3):

Date: Counts: Charge Code: H11377(A) Charge Class:

Inmate Information (Record 1):

Facility: REGION4 Admission Date: 02/01/2008
Sentence: Minimum Sentence: Maximum Sentence:
Release Date: 10/22/2010 Release Reason:
Status:
Inmate Notes: CASE NUMBER: NA084838

Notes:

BIRTHPLACE: WISCONSIN, AGE AS OF 12/14/2011 - 50

If you are an iiX Customer, and have questions contact:

iiX
1716 Briarcrest Dr Ste 200
Bryan, TX 77802
Telephone: 1-800-683-8553

Refer Consumer to:

IntelliCorp Records Inc. - An ISO Company
3000 Auburn Drive, Suite 410
Beachwood, OH 44122
Telephone: 1-216-450-5200

*** END OF REPORT ***

8/23/13
8:45 AM ✓

Eric Olson

Accomplished former naval officer with over 25 years experience in diplomacy, education, and aviation. Significant experience working on international executive level staffs with strength in building cohesive teams across disciplines and cultures. Proven success managing budget and finance responsibilities for public organizations. Combines exceptional leadership, management, and communication skills with sharp analytical and problem solving abilities. Thrives in challenging, fast-paced organizations that require independent accountability, creativity, and decisive action. Strong record of grassroots community involvement.

KEY QUALIFICATIONS

| | | |
|-----------------------|--|------------------------------|
| Budgeting | Leadership | Community involvement |
| Program management | Masters in International Public Policy | Risk management |
| Strategic planning | Trilingual (English, French, German) | Written, oral communications |
| Research and analysis | Public speaking | Attention to detail |

CAREER HIGHLIGHTS

Veteran Outreach Coordinator

Habitat for Humanity, 300 W. Leonard St., Pensacola, FL 2011 – Present

One of only ten AmeriCorps members nationwide selected to develop a pilot program for Habitat for Humanity to expand its capacity to engage Veterans and active duty military personnel as volunteers and homeowners through the successful integration of public, private, and non-profit agencies across all program activities.

Key Highlights

- Established a housing continuum of care training and referral network with the local VA clinic, Volunteers of America, and Families Count to improve the movement of Veterans from transitional to permanent housing.
- Gathered and analyzed data on Veteran housing requirements and resources to create a framework plan for delivering Habitat housing solutions to Veterans nationwide.

Liaison Officer

La Force Maritime de Réaction Rapide Française (FRMARFOR), Toulon, France 2008 – 2011

Seconded to the French Navy's NATO High Readiness Force staff to provide subject matter expertise in crisis management and strategic planning and to serve as an Operations and Plans Officer for the French Navy's carrier group staff.

Key Highlights

- Formulated emergency response plans involving both governmental and non-governmental organizations for events ranging from counter-piracy to disaster relief.
- Program Manager for 250 person exercise staff responsible for organizing and directing a prototype European-led military exercise in Africa.
- Project manager for the evaluation and assessment of NATO military exercises and operations.
- Taught courses on NATO operational planning and design to a 110 member multinational staff.
- Served as the Liaison Officer for NATO's Maritime Command Headquarters in Naples, Italy and French maritime forces operating in the Mediterranean

Associate Professor

University of Oklahoma, Naval ROTC, 290 W. Brooks St., Rm 12, Norman, OK 2005 – 2008

Appointed to serve as an associate professor of naval science to provide overall unit direction and guidance for a national educational scholarship program for university students leading to an officer's commission in the U.S. Navy or Marine Corps.

Key Highlights

- Formulated admissions policies, evaluated student application packages, granted scholarships, assessed student progress and, when necessary, suspended or revoked scholarships.
- Determined staffing requirements, oversaw personnel processes such as hires, evaluations, promotions, transfers, terminations, and disciplinary measures.
- Administered seventeen government, university, and private financial accounts.
- Generated additional scholarship funding by leveraging an alumni network to solicit individual and corporate donations through a tax free university foundation.
- Taught courses in leadership, management, and naval history.
- Assisted in the establishment of a cross-disciplinary university leadership program.

Defense Attaché

US Embassy, Tallinn, Estonia

2002 – 2005

Chosen to be the principal political-military advisor to the U.S. ambassador and provide assessments of the plans and intentions of state and non-state actors internally, regionally, and globally and their impact on U.S. security policy and military operations.

Key Highlights

- Produced intelligence reports that were used as the basis for U.S. policy decisions in the region during the critical period leading to Estonia's membership in NATO and the European Union.
- Led negotiations with cabinet level officials that produced agreements to fill critical U.S. requirements for security personnel and explosive ordnance disposal capabilities in Iraq and Afghanistan.
- Developed public relations strategies that influenced public opinion in favor of Estonian cooperation with American initiatives.
- Authored the embassy plan for visits by senior dignitaries, including the Secretary of Defense and the Chairman of the Joint Chiefs of Staff.
- Program Manager for the NATO Partnership for Peace program.
- Served on the International School of Estonia Board of Governors.

ADDITIONAL EXPERIENCE

Independent Contractor, Educational Testing Consultants, Concord, NC (2011)

Regional Desk Officer, Defense Intelligence Agency, Clarendon, VA (2000)

Aviation Squadron Operations Officer, US Navy, Patrol Squadron FIVE, Jacksonville, FL (1997-99)

Aircraft Carrier Combat Direction Center Officer, US Navy, USS Kitty Hawk, Coronado, CA (1994-96)

George and Carol Olmsted Foundation Scholar, University of Leipzig, Leipzig, Germany (1992-94)

Naval Flight Officer, US Navy, Patrol Squadron FOUR, Barbers Point, HI (1987-91)

EDUCATION AND PROFESSIONAL DEVELOPMENT

- Master of International Public Policy, The Johns Hopkins University Paul H. Nitze School of Advanced International Studies, Washington, DC.
- Olmsted Scholar, University of Leipzig, Leipzig, Germany.
- Cox Scholar, East China Normal University, Shanghai, China.
- Bachelor of Science, United States Naval Academy, Annapolis, MD.

- U.S. Navy: Specialized training in aviation, maritime operations, foreign military sales, leadership, management, strategic planning, and communication.
- Defense Language Institute: German, Estonian, and French language training.
- U.S. Department of Defense, Defense Attaché Training Course: specialized training in intelligence collection, personal and organizational security, and diplomatic protocol.

COMMUNITY INVOLVEMENT

- Learn to Read Northwest Florida, English as a Second Language tutor.
- Escambia County Jail, Veterans' Dorm volunteer.
- Escambia County poll worker.
- Community Emergency Response Team member.
- Escarosa Coalition on the Homeless, Point in Time survey volunteer.

02

WORKERS' COMPENSATION POLICY ACKNOWLEDGEMENT FORM

This form acknowledges the receipt and understanding of the Drug Free Workplace Policy. Our Department is a drug-free workplace for the benefit of all employees, customers and the business entity. State law provides for the possible denial of workers' compensation benefits for employees' who are injured while working and subsequently test positive. The use of illegal drugs will not be tolerated or subsidized.

The following drugs are among those that may be tested under our Drug Free Workplace Policy:

| | |
|---------------|-----------------|
| Amphetamines | Barbiturates |
| Cannabinoids | Benzodiazepines |
| Cocaine | Methadone |
| Opiates | Propoxyphene |
| Phencyclidine | |

There are multiple sub-families of individual drugs under the D.H.H.S. requirements. These are known by many names. As adults we all know it is ill-advised for anyone to take pills or medication that have not been prescribed by a physician. Improper use of prescription medication can place you in a position of forfeiting your job, workers' compensation benefits and unemployment benefits as well.

Do not misuse prescribed, non-prescribed or over-the-counter medication; do not use illegal drugs or misuse alcohol. The Company has a written policy on drug abuse. It is posted and available to you to read, understand and follow. It is your responsibility to know the provisions of this policy.

SUMMARY STATEMENT:

The State workers' compensation laws and administrative rules are published and are available in public libraries. Employees can write to the State Department of Financial Services, Division of Workers' Compensation for detailed information.

EMPLOYEE

[Signature]

DATE

9/10/2013

DRUG TESTING CONSENT, RELEASE AND ACKNOWLEDGEMENT OF UNDERSTANDING

I hereby consent to submit to urinalysis and/or other tests as shall be determined thereof by the company as a condition of employment and for the purpose of determining specific drug content. I agree that a D.H.H.S. and (state where required) certified lab may collect these specimens for these tests and may use them or forward them to a testing laboratory designated by the Company for analysis.

I further agree to have these results reviewed by a Medical Review Officer. I hereby release to the company, the results of the test(s) to which I have consented. I further authorize the company to discuss the results with medical/personnel collecting the Specimen, the testing facility, it's directors, officers, agents, and employees responsible for administering the aforementioned test(s) or evaluating the results thereof and any of them herein and to use the test results in conjunction with employment actions, professional licensing procedures, and as a defense to any legal action to which I am party. I release any testing facility or any physicians who have tested me from any liability arising from a release of any and all results, written reports, medical records, and data concerning my test(s) to the appropriate company officials or government agencies. I agree that a reproduced copy of this form shall have the same effect as the original.

I understand the company's Drug Abuse and Drug Testing Policy and consent to the terms set forth in the policy. I further acknowledge that the policy has been posted in an appropriate place on the company's premises and copies are available for inspection during regular business hours. I acknowledge that I have read this policy and fully understand that the company can establish other work rules related to possession, use, sale or solicitation of drugs, including policies concerning arrests or convictions for drug or alcohol-related offenses, and can suspend, or terminate, or deny employment for such conduct.

I have carefully read the foregoing and fully understand its contents. I agree that my signing of this Consent, Release and Acknowledgement of Understanding form is voluntary and that I have not been coerced into signing this document.

Signature EW Olson Date 9/10/2013
Printed name ERIC W. OLSON

Position: Initiatives Coordinator
Department: City Administrator

CITY OF PENSACOLA
MEDICAL QUALIFICATION NOTICE

Eric Olson **has** passed his medical examination for employment with the City of Pensacola.

Comment:

Signed: Ramon Ryan, M.D. / Jill Maruschak, R.N.

Date: September 16, 2013

A handwritten signature in black ink, appearing to be the initials 'JM' or similar, is written over the signature line.

OATH

I, Eric Olson, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of the City of Pensacola and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

x [Signature]
Employee Signature

STATE OF FLORIDA
COUNTY OF ESCAMBIA

SWORN TO AND SUBSCRIBED before me on this the 24th day of
SEPTEMBER, 2013, Eric Olson, who is Personally Known to me _____

OR Produced Identification — (Type of Identification Produced
Driver's License).

NOTARY PUBLIC

Signature: [Signature]

Print: Tracy Walsh
State of Florida at Large

SEAL



OUTSIDE EMPLOYMENT FORM

Name ERIC OLSON

Classification Title INITIATIVES COORD Department EXEC

Outside Employer NONE Type of Business _____

Date Employed _____ Immediate Supervisor _____

Duties _____

Hours (time of day) and days worked _____

Average hours worked per week _____

Is there ANY way in which this employment might lessen your efficiency in performing your City job due to lack of sleep, strenuous work, etc.?

____ Yes ____ No If Yes, please explain _____

Comments (by employee or supervisor) _____

I hereby swear all statements have been made fully and accurately. I will give immediate notification upon termination of the above employment on "Termination of Outside Employment" form (PF-406).

Date of Request

Employee's Signature

Activity Head

____ Recommended for Approved
____ Not recommended for approval

Department Director

____ Recommended for approval
____ Not recommended for approval

Civil Service Board

____ Approved
____ Not Approved

10/08


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PENSACOLA

Technology Resources Policy

By signing below, I agree to the following terms:

- (i) I have received and read a copy of the City of Pensacola Technology Resources Acceptable Use Policy and understand and agree to the same;
- (ii) I understand and agree that any software and hardware devices provided to me by the City remain the property of the City;
- (iii) I understand and agree I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the City of Pensacola without the permission of the Technology Resources Division;
- (iv) I understand and agree that, if I leave the City for any reason, I shall immediately return to the City the original and copies of any and all software, computer materials, or computer equipment that I may have received from the City that is either in my possession or otherwise directly or indirectly under my control;
- (v) I understand and agree I must make reasonable efforts to protect all City provided software and hardware devices from theft and physical damage.



Employee Signature

ERIC OLSON

Employee Printed Name

EXEL

Employee Department/Division

9/24/2013

Date

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CITY OF PENSACOLA GENERAL OPERATING GUIDELINES
INJURY REPORTING

I have read and understand to General operating guidelines for injury reporting for the City of Pensacola

Signature: 

Date: 9/24/2013

Name (Print) Eric Olson

Department: EXEC

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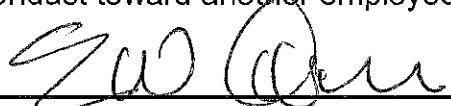
Policy on Prohibited Employment Harassment and /or Discrimination

The City of Pensacola is committed to providing a work environment free from all forms of discrimination and harassment based upon race, sex, color, religion, national origin, age disability, marital status, veterans status or any other legally - protected status. With regard to sexual harassment, no one – either male or female – should be subjected to unsolicited and unwelcome sexual overtones, comments, or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. Rather, it refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which interferes with work effectiveness ore personal comfort. Any questions regarding this policy should be addressed to the **Human Resources Director**.


You are expected to refrain from improper discriminatory or harassing conduct. Likewise, any incidence of discrimination or harassment, sexual or otherwise, should be promptly reported to your **Department Director**. If you are uncomfortable discussing the matter with your Department Director you may skip this step and make a report directly to the **Human Resources Director or designee**. All claims will be investigated promptly, thoroughly, and impartially, and appropriate corrective action will be taken where it is determined that discrimination or harassment has occurred. Employees who make good faith complaints of discrimination or harassment will be protected against retaliation. Confidentiality will be protected to the extent possible.

Please sign below that you have received and agreed to abide by this important policy. Never hesitate to speak to Human Resources Staff about questions or concerns. You are an important person in our organization.

I have reviewed the policy concerning discrimination and harassment and agree to abide by the policy. I will immediately report any and all incidents of discrimination or harassment as outlined in the policy, regardless of whether I am the person being discriminated against or harassed or have witnessed such conduct toward another employee.



Employee SignatureDate



Print Your Name

PLEASE SIGN THE FOLLOWING ACKNOWLEDGEMENT
RETURN TO EMPLOYEE SERVICES
THIS WILL BE PLACED IN YOUR PERSONNEL FILE

City of Pensacola
Vehicle Use Agreement

I acknowledge that I have received a copy of the Vehicle Use Policy and that I have read the policy and understand my rights, responsibilities and agree to abide by the provisions contained therein. I understand that any special circumstance requiring deviation from this policy must be requested in writing and approved by the City Manager, Assistant City Manager or Department Director before making such deviation.

Eric Olson

PRINT NAME: Authorized Employee Driver

Eric Olson

SIGNATURE: Authorized Employee Driver

9/24/2013
Date

CITY OF PENSACOLA
IDENTIFICATION CARD INFORMATION

(PLEASE PRINT)

EMPLOYEE NAME: ERIC OLSON
SOCIAL SECURITY #: [REDACTED]
EMPLOYMENT DATE: 9/16/2013
DEPARTMENT: EXEC

PERSON TO NOTIFY IN CASE OF EMERGENCY

PRIMARY CONTACT:
NAME: [REDACTED]
RELATIONSHIP: SPOUSE
ADDRESS: [REDACTED]
CITY, STATE, ZIP CODE: [REDACTED]
PHONE #: [REDACTED] (HOME)
[REDACTED] (WORK)
[REDACTED] (CELL)

OTHER CONTACT:
NAME: WAYNE OLSON
RELATIONSHIP: FATHER
ADDRESS: [REDACTED]
CITY, STATE, ZIP CODE: [REDACTED]
PHONE #: [REDACTED] (HOME)
[REDACTED] (WORK)
[REDACTED] (CELL)

PF 360

Position: Assistant City Administrator
Department: Office of the Mayor

**CITY OF PENSACOLA
MEDICAL QUALIFICATION NOTICE**

Eric Olson has passed his promotional examination for promotion with the City of Pensacola.

Comment:

Signed: Ramon Ryan, M.D./Leigh McNair, RN

Date: August 29, 2014