



OFFICE of the MAYOR

January 10, 2014

Mr. Edward Sisson


Dear Mr. Sisson:

On behalf of the Mayor, this letter formally offers you the position of Human Resources Administrator with the City of Pensacola, contingent on your passing the City's 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 \$87,500 annually, paid bi-weekly. 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 provide us a proposed date to begin work.

Sincerely,

A handwritten signature in cursive script that reads "Colleen M. Castille".

Colleen Castille
City Administrator