



February 24, 2015

Sara Hubbs
905 East 340 South
Salem, Utah 84653

Re: Finance Director/City Recorder

Dear Ms. Hubbs:

It is a pleasure to officially extend to you the position of Finance Director/City Recorder with Payson City. **You are expected to report for your new position on March 16, 2015.** We are looking forward to the fine contribution you will make to the Administration arena in your new position.

Your immediate supervisor will be City Manager, David Tuckett. Your position is classified as appointed full-time benefited, exempt. Exempt status means that this position is not covered by the Federal FLSA overtime provision when your work week extends beyond forty hours. Starting compensation will be \$77,000 **annually**. If you have any questions regarding your status, please contact me.

You may contact Dora Edvalson and discuss your enrollments in our Health, Dental, Life, and Vision Benefits soon after you begin work with Payson. Dora will make an appointment with you.

ALL new, transferred, and status change employees with Payson City are required to complete a SIX MONTH introductory period during which time your performance and training are monitored to assure Payson City and yourself that you are suited to the position. After successful completion of the introductory period, your status will change to that of a full-time benefited employee.

Please acknowledge receipt of this letter by signing and returning it to me as soon as possible. A copy will be provided you for your personal records, if desired.

Best regards,

David C. Tuckett
Payson City Manager

Employee Signature

2/26/15
Date