



January 3, 2023

Steven Hance
[REDACTED]

Dear Steven,

Congratulations! This is to confirm our offer of employment for the As-Needed position of Temporary Employee (Senior Electric Division Manager) in the Silicon Valley Power Department with the City of Santa Clara.

Below are a few key provisions for your offer of employment:

- **Effective Date:** Wednesday, January 11, 2023
- **Salary:** Your hourly pay rate is \$128.93 per hour.
- **Employment Status:** As-Needed employment is not to be considered permanent. This is an “at-will” position and hours in any given week is not guaranteed. Under CalPERS regulations and the City of Santa Clara practices, As-Needed retired annuitants are not permitted to work more than 960 hours per fiscal year (July 1 through June 30). If you reach 960 hours during the fiscal year, your assignment will end. As-Needed employees will be enrolled in PARS retirement system in lieu of participation in CalPERS and Social Security. However, if you have been previously employed by a CalPERS employer and have funds on deposit with CalPERS, you will be enrolled in CalPERS and Social Security upon your first date of As-Needed employment with the City of Santa Clara.
- **New Employee Orientation (NEO):** You are required to attend virtual NEO with the Human Resources Department to continue your employment. You have been scheduled to attend on:
 - Wednesday, January 11, 2023 at 3:30PM
 - Zoom Meeting: <https://santaclaraca.zoom.us/j/89928367479>
 - Meeting ID: 899 2836 7479
- **Form I-9 Employment Eligibility Verification:** All new employees are required to show documentation which proves their identity and their eligibility to work in the United States. A list of acceptable documentation can be found at <http://uscis.gov/i-9-central/acceptable-documents>. **Please bring I-9 employment verification identification with you on your first day of employment; original documents are required.** This verification must be completed in person at the Human Resources Department within the first 3 days of your employment start date. If this

is not completed within the deadline, you will be ineligible to work until you have completed your I-9 verification.

Please sign and date this offer letter and return it to me by Friday, January 6, 2023. If you have questions, please contact the Human Resources Department at (408) 615-2080.

Sincerely,

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Aracely Azevedo
Director of Human Resources

I accept the terms and conditions of my employment with the City of Santa Clara.

Steven Hance

Date: _____