



October 4, 2024

Michael Morgan

Dear Michael,

Congratulations! This is to confirm our offer of employment for the As-Needed Temporary Employee (Retired Annuitant) (Job Code 349) position in the Police Department with the City of Santa Clara.

This letter serves as our offer of employment. Please review it carefully, sign on the designated signature line, and return the signed letter and attachments referenced below to Aracely Azevedo at [aazevedo@santaclaraca.gov](mailto:aazevedo@santaclaraca.gov) by October 11, 2024.

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

- **Effective Date:** Monday, October 28, 2024
- **Salary:** Your hourly pay rate is \$76.53 per hour.
- **Employment Status:** As-Needed employment as a retired annuitant 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, 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.

**If you are OR will be employed by another CalPERS agency during the course of your employment with the City of Santa Clara, you must immediately notify the Human Resources Department of any change in your employment status.**

- **Pre-Hire Packet:**  
You must complete and sign the documents listed below and return them to your recruiter at (enter email address) at the same time you return this letter, accepting the City’s formal offer of employment:

- I-9 Form
- Direct Deposit Authorization Agreement
- Authorization to Continue Existing Tax Withholdings

- **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. You will not be eligible to work until you have completed your I-9 verification.**
- **New Employee Orientation (NEO):** You are required to attend the NEO with the Human Resources Department to continue your employment. You have been scheduled to attend on:
  - **Monday, October 28, 2024 at 3:30 PM**
  - **City of Santa Clara – City Hall: Human Resources Department**
  - Free parking is available at the [Triton Museum of Art](#) parking lot (across the street from City Hall)
  - **Please bring your I-9 employment verification identification with you**

If you have questions, please contact the Human Resources Department at (408) 615-2080.

Sincerely,



Aracely Azevedo  
Director of Human Resources

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

\_\_\_\_\_  
Michael Morgan

Date: \_\_\_\_\_

cc: Priya Robles, Police Department