



# City of Santa Clara

The Center of What's Possible

Human Resources

October 17, 2025

Kathy Bunce

Dear Kathy,

Congratulations! This is to confirm our offer of employment for the As-Needed Temporary Employee (Retired Annuitant) (Job Code 349) position in the Community Development 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 Ashley Lancaster at [ALancaster@santaclaraca.gov](mailto:ALancaster@santaclaraca.gov).

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

- **Effective Date:** Monday, October 27, 2025
- **Salary:** Your hourly pay rate is \$78.22 per hour.
- **Employment Status:** As-Needed employment as a retired annuitant is not to be considered permanent. As such, this position is not subject to general wage increases or regular salary adjustments. 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.**

**By signing this offer, you acknowledge that you meet the retired annuitant rehire requirements set forth by CalPERS (refer to section Employment of a Retiree). If you have questions regarding rehire eligibility, please contact CalPERS before signing the offer letter.**

- **Pre-Hire Packet:**

**You must complete and sign the documents listed below and return them to your recruiter at [ALancaster@santaclaraca.gov](mailto:ALancaster@santaclaraca.gov) at the same time you return this letter, accepting the City's formal offer of employment:**

- |                                                                                     |                                                                                            |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> I-9 Form                                                   | <input type="checkbox"/> Designation of Beneficiary Form                                   |
| <input type="checkbox"/> DMV Authorization for Release of Driver Record Information | <input type="checkbox"/> EDD Employee's Withholding Allowance Certificate (State Tax Form) |

- ☐ New Employee Identification Form
  - ☐ Form W-4 (Federal Tax Form)
  - ☐ Emergency Contact Form
  - ☐ Direct Deposit Authorization Agreement
- **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 27, 2025 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,

Ashley Lancaster  
Human Resources Department, Acting Assistant Director

*As a CalPERS retired annuitant, I understand it is my responsibility to confirm my CalPERS retirement formula and eligibility for rehire with CalPERS. I understand violation of CalPERS rules may jeopardize my retirement with CalPERS. I have reviewed the CalPERS guidelines for retired annuitants: <https://www.calpers.ca.gov/retirees/working-after-retirement/retired-annuitant>. Initial \_\_\_\_\_*

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

\_\_\_\_\_  
Kathy Bunce

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

cc: Adam Marcus, Housing and Community Services Division Manager