



September 16, 2021

Ruth Shikada  
[REDACTED]  
[REDACTED]

Dear Ruth:

Congratulations! This is to confirm our offer of employment for the As-needed position of Temporary Employee in the City Manager's Office with the City of Santa Clara. This appointment is pursuant to the City Council Resolution for Exception to the 180-Day Waiting Period to Hire a Retired Annuitant as a Temporary Extra Help Employee (Government Code Section 7522.56 and 21224).

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

- **Effective Date:** November 8, 2021
- **Salary:** As approved by the resolution, your hourly pay rate is \$200.00 per hour.
- **Employment Status:** As-needed employment is not to be considered permanent. Under CalPERS regulations and the City of Santa Clara practices, as-needed rehired 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 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 Hire Orientation:** New hire orientation will be conducted via Zoom. All 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.**

Please sign and date this offer letter and return it to me by October 6, 2021. If you have questions, please contact the Human Resources Department at (408) 615-2080.

Sincerely,  
[REDACTED]

Ashley Lancaster  
Human Resources Division Manager

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

\_\_\_\_\_  
Ruth Shikada

\_\_\_\_\_  
Date

cc: Deanna Santana, City Manager