



City of Auburn, Maine

Office of the City Manager

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Auburn, Maine 04210

207.333.6601 x1221

June 15, 2017

Denise Clavette
6 Cherry Hills Rd
Old Orchard Beach, ME 04064

Dear Denise,

Congratulations on being selected for Auburn's Assistant City Manager! I know you will find this an exciting opportunity both personally and professionally. We are excited to have you join us. The following is an outline of the employment and compensation package. Please sign your signature at the end of the letter to confirm your agreement.

Salary – Your starting salary will be \$97,000. You are eligible for future salary increases on your anniversary date of hire based upon your performance.

Retirement Benefits – The City has two plans available for you to choose from:

- Maine State Retirement System. The City has a 25 year, age 65 plan which requires an 8% contribution from the employee. The employer contributes 9.5%.
- International City Manager's (ICMARC) 401 Retirement Plan. The City contributes 6%; employees contribute 5% on a pre-tax basis.

The City contributes toward one of these retirement funds for each employee.

Cafeteria Benefit Plan – The City has a Cafeteria Benefits plan, in which the employee can choose between several options to "spend" the benefit. This includes a flex spending account or a dependent care account. Employees may contribute \$2,600 to the flex spending account and up to \$5,000 to the dependent care account. There are other options as well. The City currently contributes \$750 towards the cafeteria benefit.

Health Insurance – The City provides an excellent health insurance program through Maine Municipal Employees Health Trust (MMEHT). The City pays 85% of the health insurance premiums for family, single and single parent plans. If you elect not to take the health insurance

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because you have coverage through another plan (spouse's, military, etc) you will be eligible to receive a waiver payment that would amount to 3 months of the premiums. If you are eligible for and waive a family plan, then you would receive \$4,663.44 total or \$388.62 a month. The effective date should you take the health insurance will be August 1, 2017.

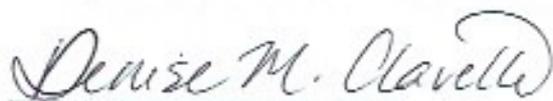
Phone- You will have a city cell phone available to use. Should you wish to use your own phone, you will receive a stipend of \$70/month.

Vacation and Sick time - I have agreed to give you 4 weeks of vacation time per year, available when you begin employment. After a year, we will add in another 4 weeks. However, you will never be allowed to go over the mandatory cap of 225 hours or 6 weeks. You will accrue a sick day for every month you are employed. Your sick accrual will begin at the end of August. The cap for sick time accruals is 1125 hours or 150 days.

Summary - In developing this compensation package, we have attempted to recognize your skills and experience. We hope that the compensation package combined with the new opportunities that you have as Assistant City Manager, will make your work in Auburn very fulfilling professionally and personally. Your signature confirms that you have accepted the position of Assistant City Manager. I am looking forward to working with you!

Sincerely,


Peter J. Crichton
City Manager



Denise Clavette

date

6.15.17