

Draft



October 1, 2015

Susan Diaz

Dear Ms. Diaz,

I am pleased to offer you a temporary assignment as an Administrative Secretary with the City of Hayward. Your assignment with the Police Department will be effective Monday, November 16, 2015. Your pay rate will be the fifth (5th) step in the salary range of the Administrative Secretary, at \$36.83 per hour. Please be aware that this assignment can end at any time. This position is not represented, does not receive health benefits and is not eligible for holiday pay.

Please note, as a CalPERS retiree, you are subject to Government Code §21224 and cannot work more than 960 hours per fiscal year.

Please feel free to call Human Resources if you have any additional questions at (510) 583-4500.

Sincerely,

Nina S. Collins
Director of Human Resources

I accept the temporary position of Administrative Secretary - Temp as outlined in this letter.

Signature

Date

Human Resources

777 B Street • Hayward • CA • 94541-5007
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