



City of
BRAHAM

"Building A Better Tomorrow"

201 Broadway Avenue South
PO Box 521
Braham, MN 55006
Phone: 320.396.3383
Fax: 320.396.3478

January 3, 2023

April White

Dear April:

I am pleased to extend a conditional offer of employment as the City of Braham's interim Liquor Store Manager effective Saturday, January 14, 2023. This position is classified as full-time, exempt and subject to the Minnesota/Federal Minimum Wage law. Your status as interim Liquor Store Manager will be reviewed after 60 days. This offer is contingent upon City Council approval which will be on the January 3, 2023 City Council agenda.

In accordance with city policy and applicable law, the following deductions will be made from your payroll checks:

- Insurance premiums for any optional short-term disability and life insurance plans you may elect to take.
- Statutorily required PERA contributions. You will be in PERA's Coordinated Plan.
- Federal and state withholding for taxes, social security, etc.
- Elected contributions to credit unions or other banks.
- Elected contributions to a community chest fund (i.e., charitable contributions like United Way, etc.).

As permitted by city policy, you are entitled to the following allowances:

- Allowances, if any, pursuant to permitted meals and lodging

Hours of Work

You will be expected to work eight hours/day and 40 hours/week. As an exempt employee you are expected to work 80 hours or more per pay period.

Salary

\$26.09 per hour (Step 1 of the Liquor Store Manager's Salary Schedule)

Probationary Period

The City Administrator and City Council will review your job performance after 60 days.

Mayor Nate George *Councilmember Robert Knowles * Councilmember Jeremy Kunshier
*Councilmember Nicole Peltz * Councilmember Seth Zeltinger

Pay Periods

The City's pay period is a fourteen (14) day period beginning at 12 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later. There are 26 pay periods in a calendar year. Since you will be the Interim Liquor Store Manager effective Saturday, January 14, 2023, your new salary will be effective that date.

The City Council will use this interim period to assess your performance and determine how they will permanently fill this position.

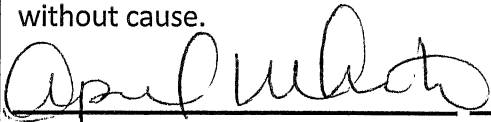
Sincerely,



Rachel Kytonen
City Administrator

cc: Personnel File

By signing below, I acknowledge I have received the foregoing information regarding my employment offer and related pay and benefits provided in accordance with Minnesota Statutes Sec. 181.032. I understand that this employment is not for a specific term and can be terminated by me or by the city of Braham at any time, for any reason, with or without cause.

 12/30/22
Name Date

