

DATE

Candidate Name

Address

Address

Phone

Email Address

Dear \_\_\_\_\_,

Congratulations! We are pleased to confirm that you have been selected as our new Executive Director for South Whidbey Parks & Recreation District, subject to satisfactory completion of the background check.

The position is an annual starting salary of \$94,269 which equates to \$45.32 per hour based on our salary scale, which is Grade 15, Step A. This pay plan includes annual pay increases provided there is satisfactory progress through the one-year probational period and based on annual performance evaluations, plus any cost-of-living adjustments, as authorized by the Board of Commissioners. You will be paid in accordance with the District's standard semi-monthly payroll schedule. You can begin to work on Day, Date, and you will receive your first paycheck on Date.

This position reports to the South Whidbey Parks & Recreation District's elected Board of Commissioners. This is a full-time exempt position. The typical work schedule is 40 hours per week, 8 hours per day, 5 days per week, Monday to Friday, 8:30 a.m. to 5 p.m., with some flexibility for personal schedules or meetings outside those hours. Hours are tracked for accrual purposes. The schedule varies for additional evening and weekend special events or meetings that you need to attend. The Executive Director attends the District's Board of Commissioner meetings, typically held on the 3<sup>rd</sup> Wednesday of every month at 5:30 p.m., with additional periodic workshops and special meetings. There is a one-year review and evaluation probationary period from your initial hire date.

As a regular employee of the District, you will be eligible to participate in a number of District-sponsored benefits. The District offers a comprehensive employee benefits program, including:

- Vacation – the starting accrual is 10 vacation days each year, accrued semimonthly at the rate of 0.417 days. Optional: Because you are coming in to the Director's position and bringing years of experience, the Board has offered to seed your vacation bank with AMOUNT of vacation time.
- Sick Leave – the accrual is 12 sick days each year, accrued semimonthly at the rate of 0.5 days.
- Holidays – there are 10 scheduled holidays, and 1 floating holiday per year.
- Insurance – The District provides medical, dental, vision with premiums paid 100% for employees coverage and 80% for dependent coverage. These benefits start the first day of the month following your start date. You are starting on date, so your benefit coverage will be effective date.
- Retirement – you will be a member of the Washington State Public Employees Retirement System (PERS). The District is required to make contributions in accordance with state law.

- The District does not participate in Social Security for regular, full time employees. SWPRD contributes to WA State Deferred Compensation Program an (IRC) Section 457 program, instead of Social Security by matching the amount of the current Social Security taxes deducted from your compensation and placing it into the state's deferred compensation program, to be matched by your own contribution.

We look forward to greeting you on your first day. Please report to the office at 8:30 a.m. at the District offices at 5475 Maxwellton Rd, Langley.

Your employee orientation is scheduled for the same day. Please bring the following documentation and information with you to the orientation meeting:

- Unexpired, original driver's license
- Original Social Security card
- Voided check or direct deposit authorization form printed off by your bank
- Beneficiary information (names, dates of birth, addresses and social security numbers)
- Emergency contact information
- Secondary insurance information (if any)
- Note: If you do not have a valid driver's license and/or original social security card, please contact the office for a list of other acceptable documents.

Your signature at the bottom of this letter and your completion of the online authorization for background check and reference checks indicates your acceptance of this offer and authorizes the District to perform the background checks and reference checks.

Please follow this link to complete the online background check. You will need to upload a photo of your I.D. <https://southwhidbeyparksandrec.quickapp.pro/>

If you accept the District's conditional offer of employment, please sign this letter and email it back to [swparks@swparks.org](mailto:swparks@swparks.org) no later than \_\_\_\_\_. Please then mail us the original signed letter and authorization form or drop them off at the office.

#### District Contact Information

South Whidbey Parks & Recreation District  
Attn: Carrie Monforte, Business Manager  
5475 Maxwellton Rd.  
Langley, WA 98260  
Email: [swparks@swparks.org](mailto:swparks@swparks.org)  
Phone: (360) 221-5484

We are confident you will be able to make a significant contribution to the success of our District and we are looking forward to working with you.

Sincerely,

Commissioner Name

Commissioner of the South Whidbey Parks & Recreation District Board of Commissioners

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I accept the conditional offer of employment as outlined above and authorize the South Whidbey Parks & Recreation District to perform a background check and reference check.

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Name of Candidate

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Date

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