



Human Resources Department

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December 1, 2009

Mark Olinger
586 Apollo Way
Madison, WI 53718

Dear Mr. Olinger:

This letter is to confirm your provisional appointment as Director of Planning and Community and Economic Development 100% in compensation group 21 with the City of Madison, effective January 6, 2010. Your current employment contract continues through the end of the day on January 5, 2010 and therefore this will not result in a break in service. Vacation accrued under your current employment contract will be paid out in accordance with the terms of the contract upon its expiration.

Your current salary will continue at an annualized rate of \$125,679.58. For payroll processing this figure will be converted to the hourly rate of \$62.372 based on 2015 hours in a year. You will also accrue vacation at a rate of 25 days annually, as well as other benefits provided to all non-represented professional employees in Compensation Group 18.

Your position is exempt from the overtime provisions of the Federal Fair Labor Standards Act and Madison General Ordinances and therefore you are not eligible for overtime compensation.

This appointment will continue at the sole discretion of the Mayor and may be terminated at any time with or without cause. During the term of this appointment you must continue to abide by any and all work rules, policies or procedures established by the City of Madison.

If you have questions please call me at (608) 266-4001.

Sincerely,

Brad Wirtz
Human Resources Director

cc: Ray Harmon, Mayoral Assistant
Payroll
P-file