



## Human Resources Department

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Room 501  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703  
PH 608 266 4615  
FAX 608 267 1115  
TTY/Textnet 866 704 2340  
[www.cityofmadison.com/jobs.html](http://www.cityofmadison.com/jobs.html)

January 19, 2011

Aaron Olver  
1031 Drake Street  
Madison, WI 53715

Dear Mr. Olver:

This letter is to confirm your provisional appointment as Economic Development Division Director with the City of Madison in Compensation Group 21. The appointment shall be effective February 7, 2011 and may continue through August 5, 2011. Any extension of the provisional appointment beyond August 5, 2011 will require approval of the Common Council.

Your initial salary shall be based on an annualized rate of \$110,903 which shall be paid in approximately equal biweekly payments according to regular City payroll practices. For payroll processing this figure will be converted to the hourly rate of \$55.039 based on 2015 hours in a year. You will accrue vacation at a rate of 25 days annually, and be eligible for other benefits provided to all non-represented professional employees in Compensation Group 18. You will also be eligible for participation in the City CARS program.

Your position is exempt from the overtime provisions of the Federal Fair Labor Standards Act and Madison General Ordinances and you are not eligible for overtime compensation, compensatory time off or bonuses of any kind.

During the term of this appointment you must abide by any and all work rules, policies, and procedures established by the City of Madison. The appointment will continue during the timeframe listed above at the sole discretion of the Mayor and may be terminated at any time with or without cause. Work will be performed under the general leadership of the Director of Planning and Community and Economic Development, with a direct reporting relationship to the Mayor. The classification specification outlining the general responsibilities of this position is attached.

This appointment is contingent upon verification of identity and employment eligibility as required by the Immigration Reform and Control Act of 1986. Verification must be completed within the

January 19, 2011

Page 2

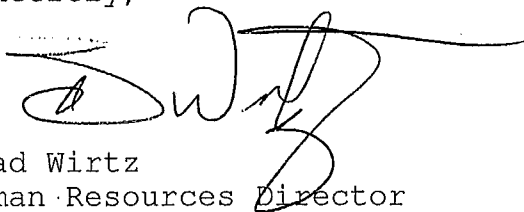
first three days of your appointment. You must return your I-9 form on your first day of employment, but may be given an additional two days to provide identification if necessary. The law prohibits the City from continuing to employ an individual who has not provided the appropriate documentation (or a receipt for ordering the appropriate documentation) for verification within the three-day period. Enclosed is the I-9 form and it includes a list of documents that may be presented to establish identity and employment eligibility.

On your first day of employment please bring the attached I-9 form and report to the Human Resources Department in room 501 of the City-County Building at 8:30 am for benefits orientation. The orientation will generally take about four (4) hours. As a City employee, you have an opportunity to enroll in a full range of outstanding benefits including group health, life, and wage insurance and other benefits. If you have questions prior to your benefits orientation, you may call Sylvia Moss at 608-266-4615 or email smoss@cityofmadison.com

It is the policy of the City of Madison to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations because of a disability, please contact Sherry Severson at (608) 267-1156. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person's disability.

Congratulations, we are looking forward to working with you! If you have questions please call me at (608) 266-4001.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brad Wirtz', with a long horizontal flourish extending to the right.

Brad Wirtz  
Human Resources Director

cc: Mario Mendoza, Mayoral Assistant  
Sylvia Moss, HR Analyst  
Payroll  
P-file