

CITY OF PUYALLUP

Office of the City Attorney

Administrative Office Building
330 Third Street SW • Puyallup, WA 98371
Civil Division (253) 841-5598
Criminal Division (253) 841-5552
Facsimile (253) 770-3352

August 8, 2007

HAND DELIVERED

Ms. Cheryl Carlson

redacted

Re: Appointment to Deputy City Attorney Position

Dear Cheryl:

Subject to your signature indicating acceptance of the conditions explained below, this letter ratifies and confirms your appointment to serve as the City's Deputy City Attorney. Your appointment date and your anticipated first day in the office will be September 17, 2007.

Duties: Under this appointment, you will serve as a civil attorney and key member of the City Attorney's Office, performing duties and projects consistent with the attached job description and as assigned and supervised by the City Attorney. The job description is only a general guide, and you may be required to perform other duties as assigned.

Hours and Work Schedule: As you know, an attorney's work schedule can be demanding and hard to predict. With City Council meetings, Planning Commission meetings, Civil Service Commission meetings, and meetings of other boards and agencies, you may be called upon to attend night sessions at any time. The City's regular business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Depending on work loads, assignments, and night meetings, I will work with you to determine the best schedule to follow. Of course, schedules may be modified from time to time, depending on meetings, vacations, work-load, and other considerations.

Compensation and Benefits: As compensation for your services, you shall receive salary and benefits consistent with the hourly rate set for Pay Grade 18, Step 5 of the City of Puyallup's 2007 Salary Schedule for Nonrepresented Job Classifications, which is \$7,853 per month as of this date, and \$8,089 per month as of January 1, 2008. Given the expectation that you will be traveling to meetings and project sites throughout the City and region, you will receive a car allowance of \$250.00 per month. Your position is FLSA-exempt and not eligible for overtime compensation. Based on the City's Annual Vacation Accrual Policy, your vacation accrual will be 7.33 hours per pay period, or 22 days annually, based on your credit for prior public sector employment. The City has 10 standard holidays and two floating holidays each calendar year, which will be adjusted and or pro-rated for 2007 based on your appointment date. As a regular, full-time employee, you will receive sick leave as explained in the City's Administrative Policies and Procedures. Based upon the above starting date, your health insurance coverage will begin October 1, 2007. If you have questions regarding benefits, please contact Jim Wylie at (253) 841-5520. Vacation, sick leave and floating holidays are all subject to the use details explained in the City's Administrative Policy and Procedures.

Cheryl Carlson
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Administrative Policies and Procedures: As a City employee, you are expected to comply with the provisions of the City's Administrative Policies and Procedures, which document the City Manager specifically reserves the right to repeal, modify or amend at any time, with or without notice. The provisions of this letter or the Administrative Policies and Procedures shall not be deemed to create a vested contractual right for you, nor shall they limit the power of the City to modify or terminate your employment.

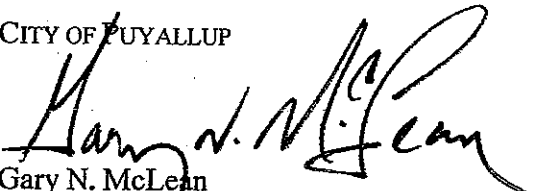
Trial Period: Upon successful completion of a six (6) month trial service (probationary) period, you will become a regular-status employee. The probationary period is a time during which either party may terminate the employment relationship at-will for any reason without recourse to grievance or other appeal procedures. If your performance is satisfactory after working one year, you may be advanced to the next pay step for this position.

Ethics and Confidentiality: As an employee in the City Attorney's Office, at any time you may be asked to work on projects that involve access to and/or knowledge of information that is privileged and/or otherwise confidential and exempt from public disclosure. Such projects and information may be protected because they involve attorney client communications, attorney work product, confidential, investigative material, public safety, law enforcement issues, and/or private matters. Accordingly, it is expected that you will maintain confidences and respect the sensitive nature of your work, largely by refraining from discussions of your work with persons outside the Legal Department. Finally, it is assumed that employees in the Legal Department will avoid even the hint of impropriety in the performance of their duties.

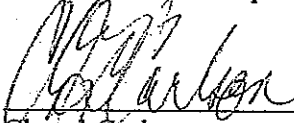
On a personal note, I am excited and pleased to have you working on our team in the Puyallup Legal Department. Again, welcome to the City of Puyallup and I look forward to working with you in the upcoming months!

Very truly yours,

CITY OF PUYALLUP


Gary N. McLean
City Attorney

Reviewed and Accepted:


Cheryl Carlson

Date: 8/8/07

Cc: Personnel File