

CITY OF PUYALLUP

Office of the City Manager

September 18, 2009

Cheryl Carlson

redacted

Dear Cheryl:

This notice is issued consistent with the authority of the City Manager under PMC 2.06.030, the City's adopted budget, and the City Salary Administration Policy (Number 2.6.3, April 1, 2008). In recognition for your extraordinary service and continued dedication to the City of Puyallup, you will receive a retention incentive (performance bonus) of 168 vacation hours in your vacation bank as of today. Effective October 15, 2009, you will receive another 168 vacation hours. Furthermore, if you are employed with the City through November 15, 2009, you will receive an additional 168 vacation hours in your accrued vacation leave account.

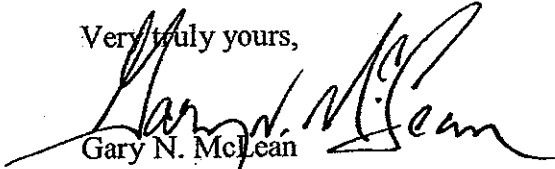
If you use a minimum of 80 vacation hours in 2009, inclusive of the additional vacation hours authorized herein, you may cash out up to 120 hours of accrued vacation leave during your employment with the City on or after December 30, 2009.

This notice shall constitute approval of your annual request to carry forward your vacation leave balance.

In return for your commitment to provide a minimum 60 days notice prior to departing City employment, unless otherwise agreed by the City Manager, an additional retention bonus of 60 days notice is awarded to you. The City will provide you with a minimum of sixty (60) days written notice of your removal. Upon notice of removal from your appointment, you shall be relieved of your regular duties and permitted to devote your time and attention to pursuing other employment opportunities. You will be expected to work with a designated successor to coordinate transition of pending matters and cases. At the conclusion of the sixty (60) day notice period, you will have the option to cash-out your vacation bank or continue on the payroll utilizing your accrued vacation until your vacation bank is exhausted.

I appreciate your service and commitment to the City of Puyallup.

Very truly yours,


Gary N. McLean
City Manager