



City of South Amboy

140 North Broadway • South Amboy, New Jersey 08879

Phone: (732) 727-4600 Fax: (732) 727-6139

January 24, 2018

Mrs. Camille Tooker
349 Catherine Street
South Amboy, NJ 08879

Re: Confidential Aide to the Mayor

Dear Camille,

We are delighted to extend this offer of employment for the position of Confidential Aide to the Mayor. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be January 26, 2018 and you would report to Fred A. Henry, Mayor.

In this position, you will be required to work no more than 24 hours/week in your home office. Your schedule and locations may fluctuate due to business needs and at the request of your direct report.

Your rate of pay will be to \$29,500 annually, payable in accordance with the City's standard payroll schedule beginning on January 26, 2018. Direct deposit is available by completing the necessary forms in your payroll department. All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

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| • Health benefits | N/A |
| • Paid time off (including sick, vacation, personal time, holiday) | N/A |
| • life insurance | N/A |
| • Pension | N/A |

You have been authorized and approved by Mayor Fred A. Henry for a wireless phone as well as a laptop to include specific applications including but not limited to Microsoft Word, Excel, Publisher and Power Point. You are authorized to order supplies within budgetary constraints as needed for your work.

While you are employed with the City of South Amboy, you will not engage in any other employment, consulting or other business activity that would create a conflict of interest with the City of South Amboy. By signing this letter of agreement, you confirm that you have no contractual commitments or

other legal obligations that would prohibit you from performing your duties for the City of South Amboy. You are required to observe and uphold all of the City's privacy and other policies and procedures.

Employment with the City of South Amboy is for no specific period of time. Your employment will be 'at will' meaning that you or the City may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the City on this term. This letter may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer for the City of South Amboy.

You may indicate your agreement with these terms and accept this offer by signing and dating the second copy of this agreement by January 26, 2018. Upon your acceptance of this employment offer, we will provide you with the necessary paperwork and instructions.

All new hire forms directly related to and payroll and benefits will be available in our payroll department. In addition, if you are eligible for health benefits, please contact our benefits coordinator at 732-525-5932. Completing these forms within your first few days of employment is critical to insure correct and timely payroll and benefits are processed on your behalf.

We look forward to welcoming you to the City of South Amboy.

Please let me know if you have any questions or I can provide any additional information.

Sincerely,



FRED A. HENRY
MAYOR

Print

Name

Camille Tooker

Signature

Camille Tooker

Date

2/25/17

CC: file