



**CLARISSA WERLEY  
RECRUITMENT MANAGER**

Department of Human Resources  
435 W. Hamilton Street  
Allentown, PA 18101  
610.437-8784 Fax: 610.437.7675  
Clarissa.Werley@allentownpa.gov

April 17, 2018

Thomas F. Traud, Jr., Esq.  
735 N 26<sup>th</sup> Street  
Allentown, PA 18104

Dear Attorney Traud:

The City of Allentown is pleased to extend a formal offer of employment as City Solicitor for the Law Department. If you accept this offer, we would like you to start as soon as possible, but understand you have some obligations that must be met before you can do so. Therefore, your anticipated start date is April 30, 2018. On your first day of employment, the City of Allentown is required to verify employment eligibility utilizing the Federal E-Verify system. Please read the enclosed 'List of Acceptable Documents' for the appropriate form(s) of ID and bring these with you. On your first day of employment, please report to New Hire Orientation on April 30, 2018 at 9:00 am, Human Resources, 435 Hamilton St., Suite 233, Allentown, PA 18101.

Terms of this offer are below. Your initial compensation package will be structured as follows:

- **Base salary** – The pay grade of this position is A20 with an annual salary of \$59,826.00. You will be paid in accordance with our current company payroll practices as established or modified from time to time.
- **Benefits** – Participation in the City of Allentown's various benefit programs would begin after two months of employment, including Health, Prescription, Vision, Dental, and Group Life benefits. Participation in the City's pension plan will begin after four months of employment with a mandatory contribution of 7.5% of your gross salary.

Please note this offer is contingent upon successful completion of all applicable background checks and pre-employment drug screening in accordance with City of Allentown hiring procedures, as well as successful completion of the I-9 paperwork to demonstrate your legal ability to work in the United States, within three days of employment.

This letter is not to be construed as a contract of employment and you acknowledge that employment with the City of Allentown is not for a specified period of time and can be terminated at any time for any reason without cause or advance notice.

Please confirm your acknowledgement by signing the bottom of this page and returning it to Clarissa Werley, Recruitment Manager-Human Resources, 435 Hamilton St., Suite 233, Allentown, PA 18101. An additional copy has been enclosed for your records.

If you have any questions or concerns, please feel free to contact me at 610.437.8784

Sincerely,



Clarissa Werley  
Recruitment Manager  
Human Resources

Acknowledgement: \_\_\_\_\_  
Thomas F. Traud, Jr, Esq.

Date: \_\_\_\_\_