



**Town of Sandisfield
Town Manager**

**(413)-258-4711
sandisfieldma.gov**

Constance Cooper
PO Box 30
Sheffield, MA 01257

Re: employment agreement

Dear Constance,

This letter serves as an agreement between you and the town of Sandisfield to fulfill the position of D.P.W. Administrative Assistant as described in the attached job description and subject to the Sandisfield Personnel Policy.

- Your start date is January 31, 2023;
- You will report to Brad Curry, D.P.W. Superintendent;
- Your hours will be established in consultation with your supervisor;
- Your hourly rate will be set at \$32 per hour until August 31, 2023; this six-month timeframe is your probationary period;
- Upon a satisfactory evaluation of the probationary period, your hourly rate will be set at \$36 per hour through June 30, 2024;
- Thereafter, your hourly rate will be subject to negotiation during the fiscal year budgeting.

We are pleased to have you join the team here in Sandisfield and look forward to working with you to serve the town and its residents.

Signed,

Jonathan Sylbert
Sandisfield Town Manager

Signed,

Constance Cooper