



THURSTON COUNTY
WASHINGTON
SINCE 1853

Mary Hall
AUDITOR

September 25, 2015

Ms. Thomasina Cooper
719 Carlyon Avenue, SE
Olympia, WA 98501

Dear Thomasina,

Congratulations and welcome to the Thurston County Auditor's Office. This letter confirms our offer and your acceptance of the Executive Assistant position. This is a regular, exempt, non-represented, "at-will" position which works at the pleasure of the County Auditor. As discussed, your salary is \$4066 per month. Your position is not eligible for overtime under the Fair Labor Standards Act and your employment relationship may be terminated, either by you or by Thurston County, at any time, with or without cause.

Your first day of employment will be October 7, 2014. You are eligible for the standard benefits package and scheduled to attend Benefits Orientation, Wednesday, October 8 at 8:30 am. New employees are also required to attend a New Employee Orientation, Harassment Prevention, and Safe Driving within 30 days of their start date. Human Resources will notify you with a reminder of your required training dates. To comply with the Immigration Reform and Control Act all new employees are required to provide identification verifying they are authorized to work in the United States. Information regarding which documents are acceptable can be found at US Department of Homeland Security website at <http://www.uscis.gov/i-9>. To ensure compliance with the act, please bring these items with you on your first day of work.

To complete our files, we need a formal indication of your acceptance of the position. Please sign the enclosed copy of this letter in the space indicated below. You may return the signed acceptance on your first day of employment. Again, I am very excited to have you join us. Welcome to the Thurston County Auditor's Office.

Warm regards,

Mary Hall
Thurston County Auditor

I have read the Thurston County offer of employment and agree to its terms of employment.
Signature: _____ Date: _____