

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Andreas Bisbikos, First Selectman

December 7, 2021

Steven Hoffmann
Oxford, CT

Dear Steven,

Congratulations! The Colchester Board of Selectmen have voted to offer you the position of Fire Chief. This letter is to provide certain details related to the position of Fire Chief of the Colchester Hayward Fire Department that you will be available to staff. This is a non-union position reporting directly to the First Selectman and is subject to the Town of Colchester Employee Handbook & Personnel Policies.

The details of the offer are as follows:

- Your starting date is set tentatively for January 3, 2022 at 8 a.m.
- Your compensation is \$100,000 annually, paid bi-weekly.
- This position is not eligible for overtime or call back pay.
- You will receive one (1) week of vacation upon employment, which is available during the 90-day Probationary Period at the end of which you will receive a second week of vacation. On January 1, 2023 you will be granted a third week. All other benefits are as defined by the Personnel Policies.
- Your scheduled hours will be 8:00-4:30 with a ½-hour lunch break (40 hours/week).
- All new employees are subject to a ninety 90-day probationary period. A performance evaluation will be completed at the end of the probationary period and annually thereafter. The probationary period may be extended.
- Health insurance benefits will be immediately available upon your start date.
- The Town requires you to move your domicile to Colchester or an abutting community within 9 months of employment.
- The Town will provide up to a \$5,000 onetime moving-expenses stipend.
- The offer of employment will be contingent upon a full background check and a completed physical

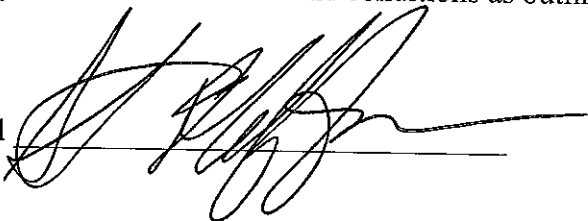
This position is "at-will" meaning either party may end the employment relationship at any time with or without cause. Please acknowledge your acceptance of this offer below and return a signed copy of this offer, along with all enclosed forms by 5:00p.m. Friday December 10, 2021 to the First Selectman's Office. If you have any questions, please do not hesitate to contact this office at (860) 537-7220.

Sincerely,

Andreas Bisbikos
First Selectman

I, Steven Hoffmann, have read the enclosed document and accept the Town of Colchester's offer of employment under the terms and conditions as outlined.

Signed

A handwritten signature in black ink, appearing to be 'S. Hoffmann', written over a horizontal line.

Date

12/7/21

Cc: Employee File
Finance/Payroll