



City of Keene

New Hampshire

March 14, 2013

Peter S. Thomas
P.O. Box 176
Dublin NH 03444

Dear Peter:

RE: Temporary Employment Agreement

This letter, when executed by you in the space provided below, will serve as your Temporary Employment Agreement with the City of Keene in accordance with the following terms and conditions:

1. You are being hired as an Investigator. Your employment period will commence March 14, 2013, and is expected to terminate June 30, 2013, unless extended by the City, with budget approval and advance agreement of both parties.
2. Payment will be at the rate of \$28.81/hour
3. You will be paid weekly on Thursdays. You will be required to submit a weekly time report.
4. Employee benefits are limited to statutory state and federal benefits.
5. Your regular workweek will be determined by the duties assigned to you. Your schedule shall remain flexible so that you are available to work the hours necessary to accomplish your work. Your total hours in a week shall not exceed 32 hours, and you are limited to working 1300 hours in a calendar year.
6. You will be supervised directly by and report to the Assistant City Manager/Human Resources Director. You will work closely with and cooperate with other members of City staff. Your duties will include, but not be limited to, assigned investigations.
7. You are subject to the rules and regulations of the City of Keene as outlined in the *Employee Handbook*.
8. The conditions of this employment agreement will be in accordance with New Hampshire law and, should there be a conflict between the terms of the employment agreement and provisions of law, provisions of law will prevail.

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