



**Office of County Commissioners**  
130 Jacob's Way, Suite 303, Clarkesville,  
GA 30523  
706-839-0214 Fax: 706-839-0219  
[www.habershamga.com](http://www.habershamga.com)

July 6, 2022

RECEIVED  
7/11/22

Dear Mr. Brackett:

It is with great pleasure that I extend to you this offer of employment with Habersham County for the position of Assistant Public Works Director. This offer is contingent upon your passing the mandatory pre-employment drug screening and background check.

<b>Job Title:</b>	Assistant Public Works Director
<b>Reporting Relationship:</b>	Public Works Director
<b>Starting Pay Rate:</b>	\$88,000 annually
<b>Start Date:</b>	July 25, 2022
<b>Normal Schedule:</b>	6:00a.m. to 4:30 p.m. M – TH (30 minute lunch) <i>Reporting Hours may vary based on the unique operational needs of the Public Works Department</i>
<b>Job Status:</b>	Regular, Full-Time
<b>FLSA:</b>	Salaried (Exempt)

**Benefits:** The current, standard company health, life, disability and dental insurance coverage are generally supplied per company policy. Eligibility for other benefits will generally take place per company policy.

**Vacation and Sick Leave:** You will be given three weeks of banked vacation time. Thereafter, you will accrue according to the Vacation and Sick Policy located in the Employee Personnel manual. Vacation is accrued at 4.62 hours per pay period, which is equivalent to three weeks on an annual basis. Sick leave is accrued at 1.23 hours per pay period, which is equivalent to 4 days on an annual basis.

**Additional Benefits:** This position will be granted a County vehicle for professional use by the employee. All gas, insurance, repairs and maintenance shall be provided by the Employer. Employer shall pay to the employee a monthly allowance for personal cell phone use for business purposes. The Employer agrees to a maximum of \$3,500 toward living expenses. You will also be eligible for a review six months from the date of hire.

You acknowledge that this offer letter represents the entire agreement between you and Habersham County and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Habersham County.

Sincerely,

Ann Cain  
Human Resources Director