



Alachua County

Human Resources Department

Heather D. Akpan, PHR, SHRM-CP, IPMA-CP, FCLRP Human Resources Director
Wanda I. Santana, M.S., MHR, Human Resources Manager
Maureen Powell, M.A.O.L., C.G.F.O., Employee & Labor Relations Manager
Elisha A. Cash, M.S., Training Manager

May 23, 2024

Dear Travis Parker:

Subject to the terms set forth herein, this letter is to formally offer you the position of Facilities Management Director in the Facilities Management Department. You will report directly to Tommy Crosby, Assistant County Manager. We are confident that your skills and knowledge will make you an excellent fit within Alachua County.

The starting salary for you as the Facilities Management Director will be \$62.50 per hour/\$130,000 Annual Rate. This salary will be subject to the normal and customary deductions for an agency such as Alachua County and the salary will be payable at intervals determined to be regular, reasonable and appropriate by the County. Upon hire, you will begin to accrue vacation leave, 5.38 hours biweekly, and sick leave, 4 hours biweekly, based upon adopted County policy.

This offer also includes 2 weeks advance on vacation time and you will receive an annual leave accrual rate of a ten year employee. After a successful completion of a year with a meets expectation or above rating on your annual evaluation, you will be eligible for a \$10,000 salary increase.

The County offers Blue Option 05770, a PPO option under a self-insured health insurance plan administered by Florida Blue, as well as a High Deductible Plan. More detailed information including the extent to which the employee participates in the cost of the premiums can be found on our website:

<https://alachuacounty.us/Depts/Risk/Benefits/Pages/EmployeeBenefits.aspx>.

Optional dental insurance is available, as well as participation in a flexible spending account. Our retirement plan is with the Florida Retirement System. The County also provides and pays for \$10,000 of term life insurance. Your health insurance benefits will commence the 1st day following one month of employment, per County policy.

As the Facilities Management Director, I agree to comply with the highest possible ethical standards as outlined in County Policies and Procedures and shall avoid conflicts of

interest by fully complying with State law. This employment offer is contingent on the completion of a successful pre-employment background check and drug and/or physical screening, if applicable.

I want to welcome you to Alachua County BoCC and hope you will accept this position. Please feel free to contact me with any questions.

If the terms and conditions of this Employment Offer are acceptable, please sign and date below and return to me.

Sincerely,

Heather D. Akpan
Heather D. Akpan
Human Resources Director

I understand the conditions of this position as outlined above. I further understand this offer does not constitute an employee contract.

Accepted by:



Applicant First Name Last Name

May 28, 2024

Date