

Alachua County County Manager's Office

Heather D. Akpan, PHR, SHRM-CP, IPMA-CP, FCLRP

Assistant County Manager - Chief Transformation Officer

12 SE 1st St. 2nd floor • Gainesville • FL • 32601

352-337-6165 (office) • 352-316-1480 (mobile) • 352-374-5233 (fax)

10/14/2025

Dear Suzanne Swain:

Subject to the terms set forth herein, this letter is to formally offer you the position of Human Resources Director. You will report directly to Heather Akpan, 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 Human Resources Director will be \$62.50 hourly rate/\$130,000 Annual Salary 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 annual leave at 4.62 hours biweekly based upon the accrual rate of a 5-10 year employee, and sick leave, 4 hours biweekly, based upon adopted County policy. You will be awarded an advance 2 weeks (10 days) of annual leave.

In addition to any other benefit regularly offered by the County, Alachua County will reimburse you up to 3,000 in eligible one-time moving expenses incurred within the first three (3) months of employment. Should you leave the county's employment within your probationary period, you will be required to reimburse the County for your moving expenses, in accordance with Policy 3-12. Please see the attached policy.

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 1 time your salary up to a maximum of \$60,000 of term life insurance. Your health insurance benefits will commence the 1st day following one month of employment, per County policy.

As the Human Resources 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.

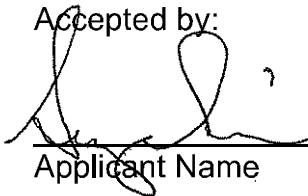
Sincerely,

Heather D. Akpan

Heather D. Akpan
Assistant County Manager
Interim HR 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 Name

10/14/2025

Date

HDA/bc

cc: