



Terms of Employment

September 2024

Dear Ms. Anaclerio,

Per the MLR Board direction on September 24, 2024, this letter sets forth the basic terms and conditions of your employment with Mammoth Lakes Recreation (hereinafter referred to as the "Company"). Please review the terms set forth in this letter carefully, and do not hesitate to make inquiries where necessary. If you have questions, please do not hesitate to contact me. By signing the letter, you are agreeing to the following terms:

1. Your term of employment will be July 1, 2024, through June 30, 2026.
2. You will be paid an annual base salary of \$TBD, payable on the 5th and 20th of each month, which covers all hours worked. Your salary will be reviewed annually, however the Company reserves the right to change your compensation on reasonable notice.
3. The Company shall provide the Employee with a monthly reimbursement of \$1,000 to cover medical, dental, vision, and hospitalization insurance for Employee, Spouse and dependent.
4. The 401k account will be set up and the Employee will be eligible for the Employer match after the first six months of employment. Company will match Employee contributions in a simple 401K up to 6 percent (6%) of the Employee's annual salary per year.
5. Employee will be provided paid vacation days, sick days, and holidays as outlined in the current Employee Handbook.
6. Employee will be paid a \$75 monthly stipend for remote office and related expenses incurred.
7. Your job title will be Executive Director, and your duties will be those outlined in the current position description. You may be assigned other duties as needed and your duties may also change on reasonable notice, based on the needs of the Company and your skills, as determined by the Company.
8. By initialing this item, you agree to read and review the Company's employee handbook, which sets forth your employee benefits and Company policies and procedures. However, the Company reserves the right to change these policies and procedures.

Initial: _____



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9. YOUR EMPLOYMENT WITH THE COMPANY IS AT-WILL. IN OTHER WORDS, EITHER YOU OR THE COMPANY CAN TERMINATE YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

10. This agreement represents the entire agreement between you and the Company. This agreement supersedes any prior arrangement, representations, or promises of any kind, whether oral, written, express, or implied between you and the Company. This agreement constitutes the full agreement between you and the Company and cannot be changed unless in writing by the Board President.

11. If you agree with the above outline, please sign below.

To confirm your agreement with and acceptance of these terms, please sign one copy of this letter and return it to Board President.

Sincerely,

Craig Albright, Mammoth Lakes Recreation
Board President

Date _____

Tamara Bankson, Mammoth Lakes Recreation
Board Secretary

Date _____

Kimberly Anaclerio

Date _____