



# CITY OF FRAMINGHAM

OFFICE OF THE MAYOR

Dr. Yvonne M. Spicer  
Mayor

508-532-5401  
mayor@framinghamma.gov  
www.framinghamma.gov

MEMORIAL BUILDING  
150 Concord Street, Room 121  
Framingham, MA 01702

Thatcher W. Kezer III  
Chief Operating Officer

May 7, 2021

Dr. Monifa Charles  
252 Brick Kiln Loop  
Clayton, NC 27520

Dear Monifa,

Thank you for your application for the position of Director of Public Health for the City of Framingham. I am pleased to offer you the position with the following terms:

1. Your anticipated start date will be on or before June 21, 2021, unless an alternate date is determined by the Mayor and yourself.
2. Your starting salary will be grade DH1, which is \$63.08 per hour, annualized to \$123,000 annually, paid on a weekly basis.
3. The position is a full-time, scheduled at 37.5 hours per week, plus evenings, and weekend events as required.
4. Your normal work schedule will be flexible, City Hall hours are Monday, Wednesday, Thursday, 8:30 AM to 5:00 PM, Tuesday 8:30 to 7 PM and Friday's 8:30 to 2 PM.
5. You will receive the benefits package afforded all full time, non-union employees.
6. As a new employee, there will be a 6-month probationary period.
7. You will not be allowed to conduct outside employment without written consent of the Mayor. You will need to provide a formal letter to the Mayor in order to secure approval.
8. You will accrue vacation at a rate of three weeks annually upon your anniversary date and eligible to use one week of accrued vacation after six months of employment.

This offer is contingent upon your passing a pre-employment background check. I look forward to working with you. I am sure you will be an asset to the City of Framingham!

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Sincerely,

Dr. Yvonne M. Spicer, Mayor

Please sign, date, and return this letter as an indication that you accept the stated terms of employment.

Signature:

5/12/2021  
Date: