



October 11, 2017

Via Electronic Mail
W. Paul Mazzeno
paul.mazzeno@gmail.com

RE: Position of Emergency Management Agency (EMA) Manager

Dear Mr. Mazzeno:

This letter will confirm our offer of employment to you as the Emergency Management Agency (EMA) Manager in Lake County, Illinois. This offer is subject to your acceptance of the terms and conditions as specified in this letter, and subject to successful completion of a County initiated background check and drug screening. Since the hiring point is above mid-point for the salary schedule it is also subject to approval by the County Board's Finance and Administrative Services Committee. As discussed, your start date will be November 13, 2017.

SALARY	Beginning salary of \$135,000 annually with annual salary adjustments provided for per County policy.
LEAVE	Mr. Mazzeno is credited with 8 years of service so he begins at the rate of 3 weeks per year effective immediately. Accrual thereafter shall be the same as all County employees. In order to accommodate family commitments, Mr. Mazzeno will also be permitted to take leave without pay for a period of 10 days over the following dates: December 26-29, 2017; February 23 or 26, 2018; and March 26-30, 2018.
HEALTH INSURANCE DENTAL INSURANCE	Same as all County employees.
DISABILITY INSURANCE	Same as all County employees.
RETIREMENT ASSOCIATION DUES	Same as all County employees.
PROFESSIONAL DEVELOPMENT	Lake County to pay normal and reasonable professional dues and seminar and conference fees. The County does not pay for private or civic organizations.
MOVING EXPENSES	Moving costs, payable to a third-party (subject to submission of three (3) bids); reimbursement for travel expenses for two (2) house hunting trips prior to your move; housing allowance of \$1,200 per month for a period of six month. Expenses are for reimbursement of actual expenses. All items are subject to IRS regulations.

All items above are intended to be consistent with County policies and procedures, and are the same the same as provided by the County to all employees except: salary, moving expenses, and leave accrual provisions.

We are looking forward to you becoming a member Lake County team and the accomplishments that we will achieve together. Should you choose to accept this position, please indicate by signing the acceptance portion of this letter and returning the original to me. In addition, a copy of this letter is enclosed for your records. This letter is not meant to be considered an implied or explicit contract of employment for any specified period of time.

LAKE COUNTY, ILLINOIS by:

Amy J. P. McEwan
Deputy County Administrator

10/18/2017

Date

ACCEPTED by:

W. Paul Mazzeno

October 11, 2017

Date