CITY OF TWIN FALLS
PEOPLE SERVING PEOPLE

Office of the City Manager

P.O. Box 1907
203 Main Ave. E
Twin Falls, ID 83303-1907

December 1, 2023

Kristen Kohntopp

RE: Promotional Letter

Dear Kristen,

I wanted to take a moment to express my sincere appreciation for your outstanding dedication and commitment. Your resilience and continued engagement in your role have demonstrated a level of professionalism that sets a high standard and is truly commendable. As a result of these qualities I am pleased to see you achieve this promotion to the position of Human Resource Director.

Your effective promotion date is December 4, 2023, at a bi-weekly wage of $5,240.80 in grade 17. The HR Director is an FLSA exempt from overtime position and your comp-time banks will be paid out to you. All newly promoted employees serve a 6-month introductory period and at the conclusion of that period and with Gretchen's recommendation you will return to regular status.

In consideration of your years of service, you have been credited with five years of service for this position. With a return to regular status you will be eligible for the budgeted performance increase in October 2024. My appointment recommendation is scheduled for December 4, 2023. Please come to the City Council meeting at 203 Main Ave E at 5:00 pm to be confirmed and sworn in for the position. I encourage you to invite any family members and friends that you would like to participate.

Additionally you will receive 40 hours of executive leave on the first regular payroll in January and a city issued phone will be provided to you.

Kristen, my door is always open to you for mentorship and coaching. I encourage you to keep an open line of communication to discuss your career goals, development opportunities, and any support you may need. We are fortunate to have you as a valued member of our team, and I look forward to witnessing your ongoing success within our organization.

Sincerely,

Travis Rothweiler
City Manager

CC: Gretchen G. Scott