



City of Rochester

City Hall Room 103A, 30 Church Street
Rochester, New York 14614-1280
www.cityofrochester.gov



Department of
Human Resource
Management

June 21, 2013

Abasi Kitt

PLEASE READ THIS LETTER IN ITS ENTIRETY. IT CONTAINS IMPORTANT DATES AND INFORMATION.

Dear Mr. Kitt:

We are pleased to confirm your probationary appointment to the competitive class position of Firefighter in the Rochester Fire Department at an annual salary of \$38,190 (Bracket 80, Step 1), effective Monday, July 8, 2013. Please report promptly at 8:00 a.m. to the Public Safety Training Facility (Fire Academy), 1190 Scottsville Road, Room 104A, Rochester, NY. **Park at the rear of the building. Do not park along the sides of any part of the building.** Members of the Fire Academy Training Staff will be on hand to direct you.

Your probationary period in this position will be for a minimum period of eight weeks and a maximum period of fifty-two weeks from the date of appointment in accordance with Rule XIV, Section 1A of the Rules of the Civil Service Commission for the City of Rochester. This appointment will become permanent after completion of the maximum period of probationary service or upon written notice following completion of the minimum period of service.

NOTE: This final offer is contingent upon your successful completion of the following:

- **E-JUSTICE/FBI Fingerprint check. You are scheduled to have your fingerprints scanned at the Public Safety Building on Exchange Boulevard on either Saturday, June 29, 2013 or Sunday, June 30, 2013 between the hours of 11am and 2pm. Please complete and bring the blue form with you when you go;**
- **Candidate Physical Agility Test (CPAT) before completion of the Firefighter Recruit Class;**
- **NYS EMT-B Certification within one (1) year of appointment.**

The City of Rochester Benefits Team will conduct an orientation session regarding the benefits available to you as a City of Rochester Firefighter. This meeting will be held on **Monday, July 8, 2013**, at 1:00 p.m. at the Fire Academy. Please refer to the enclosed sheet which lists items to bring to orientation along with the items listed below.

In accordance with the Immigration Reform and Control Act of 1986, all new employees are required to produce documentation verifying their identity and eligibility to work in the United States. Your continued employment is contingent upon our receipt of the documentation identified on the enclosed information sheet.

This appointment also required that you possess a valid NYS Class D Driver's License. Please complete the enclosed form and either mail or bring it with you as it will be collected at your benefits orientation. It is required that you will maintain validation of this license throughout your employment as a Firefighter.