



Date

Full Name

Address

Dear Candidate,

On behalf of the Chicago Transit Authority (CTA), we are pleased to offer you the position of **Flagger**. We congratulate you on achieving the credentials and skills that will enable you to be an impactful member of the CTA team and we look forward to the contributions you will make to our premier urban mass transit provider. The base salary for this position is **\$21.84 Hourly**, less applicable federal, state, and local taxes, union dues (if applicable), any participatory benefits, and Health Care Trust Fund Contributions.

The CTA operates the nation's second largest public transportation system and covers the City of Chicago and 35 surrounding suburbs. Our mission is to deliver quality, affordable transit services that link people, jobs, and communities. We are pleased that you are considering joining us in our efforts to provide excellence in serving our customers with on-time, clean, safe, and friendly service.

State law requires that a Retiree Health Care Trust for CTA employees be funded in part by employee contributions. Employees are required to contribute to their retiree health care effective on their hire date. The employee contribution is 1% [of gross salary]. Employees will be notified in the event the Retiree Health Care Trust is required to change employee contributions. The RHCT provides and administers health care benefits for CTA retirees and their dependents and survivors.

Tentative Start Date

Your tentative start date is scheduled for **Month Day, Year** pending required clearances specific to this position. Your Human Resource representative will be in communication with you regarding any employment requirements you must complete prior to obtaining an official start date. You will receive information about training and/or orientation once a confirmed start date has been established.

This position is covered under a Collective Bargaining Agreement between the CTA and Local Union **308**. Your vacation, holiday and medical benefits are subject to the terms of CTA's collective bargaining agreement with Local **308**.. A copy of the collective bargaining agreement can be accessed by employees on CTA's intranet at http://ctaweb/Law/laborrelations/_layouts/15/start.aspx#/Lists/Links

Benefits

You are encouraged to view our Human Resources website at www.transitchicago.com/hrbenefits for general information on employee benefits, such as medical and prescription drug plans, dental plans, and deferred compensation plans [401(k) and 457 programs]. Employees receive the added benefit of free transportation on the CTA system and Pace buses. CTA also offers employees optional benefits such as U.S. Savings Bond deductions and several credit unions throughout our system. You will receive more information about these and other benefits during your benefits orientation.

Should you have any questions regarding this offer, please contact me at **(recruiter email address)**. This offer supersedes any verbal or written discussions you may have previously had or offers you may have received from myself or any other CTA employee and is contingent upon your successful completion of medical and drug screening tests, criminal, educational and employment background checks and required documentation.

Director Signature -