Date

FIRST NAME LAST NAME

ADDRESS

CITY, STATE, ZIP

Dear Ms LAST NAME

We are pleased to offer you the position of POSITION with SCHOOL (from herein referred to as The School), on the terms and conditions set forth in this offer letter. Please read this offer letter carefully, and, if you choose to accept employment with The School, sign below where indicated.

Your first date of employment will be DATE; you will be paid $SALARY ($SALARY SPLIT per pay period), payable in accordance with The School’s regular payroll practices. All compensation provided to you by The School shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law. The School shall reimburse you for any out-of-pocket expenses that have been pre-approved in writing by the School Director.

By signing below, you acknowledge there are no other understandings or agreements between you and The School with regard to any compensation. You further acknowledge and agree that your employment with The School is “at will”, which means that the employment relationship may be terminated by either party, with or without cause at any time. In the case of separation, The School payroll practice is to pay your final check on the next regular pay date. You will be paid through your last day worked.

Please note that your employment offer is contingent upon the successful completion of a criminal background clearance process, and that the failure to do so will render this offer letter null and void in its entirety.

Under separate cover, we will provide you with new employee forms, payroll forms and criminal background clearance materials. To complete the criminal background process you will need two money orders or certified checks in the amount of $10 and $45.25 payable to Louisiana State Police.

In compliance with the Immigration Reform and Control Act, you will be required to provide documented evidence of identity and eligibility to work in the United States. Included with this letter is a Department of Homeland Security (DHS) I-9 Form. The last page lists the DHS approved documentation. Please bring appropriate documentation with you to your New Hire Orientation so that the I-9 form may be successfully completed at that time. Federal Law states that The School may not permit you to work more than three days without this documentation and completed I-9 form.

You will be provided with vacation time as given by the Staff Calendar to be distributed by The School and in accordance with the Employee Handbook. In addition to these days you are also eligible for eight (8) days of sick time, of which three (3) days may be used for personal reasons. Sick days are accrued at .66 day per month and awarded on the last calendar day of each month.

You understand that you are not automatically provided with holidays when The School is closed to students.  You are entitled to certain paid holidays to be taken on the days set forth on the Employee Holiday Schedule to be provided by The School.

You understand that upon hire, you will report to the School Director, and you agree to devote in good faith your full time and best efforts in providing your services to The School. You agree to comply with, and be subject to, state law, federal laws and The School rules and policies as they may exist or may hereafter be amended.

You further acknowledge that your employment by The School may provide you with information that is confidential and proprietary to The School or to its affiliated schools and programs including, but not limited to, any trade secret, any financial, educational, fundraising, student, and/or personnel files, records and/or information (collectively “Confidential Information”), and that disclosure of any Confidential Information would cause irreparable harm to The School and its students. You agree not to communicate, divulge, or disclose to any other person, firm, or entity or use for your own benefit or purposes, any Confidential Information, except as required by law or court order or expressly authorized in advance in writing by The School. This covenant shall survive the expiration or termination of this offer letter.

By signing below, to the full extent permitted by law, you assign to The School all present and future intellectual property rights in any curriculua, works of authorship, inventions, models, designs, drawings, plans, software, reports, proposals and any other materials prepared by you or arising indirectly in the course of your employment and whether made or conceived in whole or in part by you and whether or not made in pursuance of specific instructions (“Works”). You acknowledge that, by virtue of this paragraph, all such rights are vested (or will vest) in The School and thereafter remain the property of The School. Indeed, you agree that The School shall be the sole owner of all patents, patent rights, copyrights, trade secret rights, trademark rights and all other intellectual property or other rights in connection with Works. You further acknowledge and agree that such Works are “works made for hire” for purposes of The School’s rights under copyright laws, and you hereby assign to The School any and all rights, title and interest you may have or acquire in such Works.

Although you are an employee at will, to the extent possible, The School requests that you provide 10 business days advance notice of any anticipated departure. You agree that upon the termination of your employment, you will return to The School all property belonging to The School in your possession and/or control, including, but not limited to, keys, identification cards, financial information, educational materials, sales and marketing information and plans, correspondence, designs, budgets, projections, documents, lists, computer disks (and any other computer generated files and data) and copies thereof, equipment, books, records, reports, notes, contracts and other means of storing or recording information. You are also responsible for replacing at cost any technology equipment, access cards, keys or other assets of The School that is lost, stolen or broken that is not returned upon termination or at the end of the fiscal year.

If you decide to accept the terms of this offer letter with The School, please sign below and email this signed letter to, HR and Operations Director, no later than DATE.

Sincerely,

XXXXXX XXXXXXX

School Director

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Employee signature Social Security Number Date