



Date _____

Name _____
Address _____

Dear _____,

Neighborhood House Charter School is pleased to offer you the position of ** with a start date to be determined. Based upon your experience and education we are able to offer you an annual salary of \$X, which translates to a bi-weekly gross paycheck of \$X. Your supervisor will be our ***. We are excited about the potential you bring to our school, and we look forward to working with you. This offer is contingent upon an acceptable CORI (Criminal Offender Record Information) report and a fingerprint-based criminal history record check.

As an employee working 24 hours or more on a consistent basis, you will be eligible to participate in our benefits program as of the first day of your employment. These benefits include health insurance through the Tufts Health Plan, to which NHCS contributes; dental insurance to which NHCS contributes; basic life insurance valued at \$20,000; and short-term and long-term disability insurance. You are welcome to participate in our 401-k plan immediately or at any time thereafter. You will be eligible to take Paid Personal days (often referred to as PTO) that accrue at the rate of 3.07 hours per pay period for a total of 80 hours. You will also accrue 6 weeks of vacation annually at a rate of 9.24 hours per pay period. We are paid on a bi-weekly basis, every other Friday.

In accordance with the Immigration Reform and Control Act of 1986, we are required to have an Employment Eligibility Verification Form I-9 on file. On your first day of employment you will be asked to present a document or documents that establish identity and employment eligibility. A page of eligible documents is attached.

In accepting our offer, you certify that you understand the information provided above, that your employment is on an at-will basis, and that neither you nor NHCS have entered into a contract regarding the terms of your employment. Please return your signed copy of this letter to indicate your acceptance of our offer. Thank you.

Sincerely,

Mary McCarthy
Director of Talent

Name _____

Date _____