



HOLYOKE COMMUNITY CHARTER SCHOOL

2200 NORTHAMPTON ST., HOLYOKE, MA 01040
PHONE: (413) 533-0111 FAX: (413) 536-5444

Date: [REDACTED]

Re: STATEMENT OF HIRE FOR EXEMPT POSITION OF
Business Manager

Dear [REDACTED]

I am pleased to extend the following offer of employment to you for a position on behalf of Holyoke Community Charter School

Start Date: [REDACTED]
Status: Full-time Part-time; percentage: 100% of full-time
 Calendar Year Position Academic Year Position

Enclosed you will find a current copy of the Employee Handbook, the Acknowledgement form relating to the Handbook, and an Agreement Regarding Confidential Information. All of these materials should be reviewed carefully. They set forth generally the employer's philosophy, policies and administrative procedures that you will be expected to observe. The signed Agreement and Acknowledgement form must be returned with your Acceptance of this offer and will be retained in your personnel folder.

In return for your services, you will be paid [REDACTED] semi-monthly during the calendar year. Paychecks are issued on the 15th day and the last day of the month.

During the period of your employment, you will be expected to work at least 8 hours per day and additional hours may be required as well. You are also expected to participate in activities as set forth in the Employee Handbook and on the school calendar. Additional hours may be required as well. Your duties may also include Contact Hours in an amount to be assigned throughout the academic year and/or as indicated in the Employee Handbook, and you are also expected to participate in activities outside the school day as set forth in the Employee Handbook and on the school calendar. "Contact Hour" means 60 minutes of regularly scheduled duties, including but not limited to teaching, supervising students, monitoring exams, or conducting other student activities.

You will be an employee at will, which means that you or the Employer may terminate the employment relationship at any time, for any reason, with or without notice. Neither this Statement of Hire, whether accepted or not, nor the materials enclosed herewith, constitute a contract, promise or covenant of employment, or of any particular terms, benefits or duration of employment, nor are any other documents or statements of the Employer so intended. Your employment is also conditional upon the completion of a satisfactory background investigation.

If the terms and conditions outlined above are satisfactory to you, please sign the original of this letter and return it to the Human Resources Office along with the signed Acknowledgement and Agreement Regarding Confidential Information. Should this Statement of Hire not be signed and in our possession by [REDACTED] this Statement of Hire will be deemed to have lapsed and its terms revoked.

Very truly yours,
[REDACTED]
School Director

I accept at-will employment on the terms set forth in this Statement of Hire.

[REDACTED] / [REDACTED]
Employee's Signature / Date

Enclosures: Employee Handbook and Acknowledgement form; School Calendar; Agreement Regarding Confidential Information