

August 9, 2021

Madison Tew

8 Liscomb St., Apt. 2

Worcester, MA 01604

Re: Offer Letter

Dear Maddi:

On behalf of Sizer School, I am pleased to offer you the 1 FTE position as our Biology Teacher and Advisor for the FY22 School Year. You will be reporting directly to the School Principal. The salary for this 191-day position is $45,000 per year, to be paid in semi-monthly installments from August 31, 2021 until August 15, 2022. Teachers training will begin on August 16, 2021 at 8:00 a.m. A copy of your job description is attached.

As a condition of your employment, you are required to successfully complete your job-specific MTEL exams within the course of this school year. You will need to provide us with a copy of these results.

Should you accept this offer of employment, you will be eligible to participate in a variety of benefits. Some benefits currently available to employees include:

● Health Insurance (75% Employer paid for Single Coverage and 50% Employer paid for Employee + Spouse or Child, or Family Coverage (all based on the Harvard Pilgrim HMO Option) ● BCBS Preventative Dental Insurance (50% Employer paid for Individual or Family) ● Employee Paid Restorative Dental Insurance ● Employer Paid Life & LTD Insurance ● Employee Paid Voluntary Life Insurance ● Employee Paid Short Term Disability Insurance ● TIAA-CREF 403(b) Savings and Investment Plan ● Health Care Spending Account ● Dependent Care Spending Account ● 10 Sick Days ● 3 Personal Days ● Employee Wellness Assistance Program

I am electronically providing you with information about the benefits enrollment process, eligibility criteria for these benefits, and the effective dates of coverage. Your enrollment in benefits programs for which you are eligible must be completed and effective within the first 30 days of your employment or you must wait until the next open enrollment period.

Our current policies and Collaborative Bargaining Agreement can be found in the “Misc” section of the zipped file attached. By signing this letter, you have acknowledged that you have read and agree to the terms and conditions as outlined in both the Policies and CBA.

During the orientation, you will be provided with a link to the employee handbook, which contains summary information about a variety of important employment practices/procedures and general workplace information.

As an employee, you will be expected to prevent and not participate in the unauthorized access, use, review, disclosure, dissemination, alteration, or destruction of confidential information regarding students or other employees. For more information on that policy and others, it is essential that you read your employee handbook and complete the employee acknowledgement form provided at the back of the handbook.

Under federal laws, you also will be required to verify your eligibility to work in the United States. Prior to your first day of employment, you will be required to fill out the Department of Homeland Security Form I-9. Please bring with you documents that will establish your identity and employment eligibility.

I am pleased that you are joining the Sizer School and hope you will find your employment with us to be a rewarding experience. If you have any questions, please call me at (978) 345-2701.

This letter represents an initial offer of employment however; it does not constitute an employment contract for any specified period of time. Please signify your acceptance of this offer of employment by signing and returning the enclosed copy of this letter to the Business Office no later than August 15, 2021. Your employment is contingent upon completion and assessment of the national criminal background check as well as the state CORI check.

Sincerely,

Michelle Paranto, Ed.D.

Executive Director

I hereby accept the Sizer School’s employment offer as described in this letter. I understand that my acceptance of this offer does not constitute an employment contract and that my employment with the Sizer School may be terminated, either by my employer or myself at any time, for any reason, with or without notice.

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Signature of Candidate Date