

DATE

Dear,

Springfield Preparatory Charter School is pleased to offer you the Administrative Position. The purpose of this letter is to outline the terms for your employment subject to the terms of Springfield Preparatory Charter School policies and other agreements. Enclosed with this letter is a copy of the current job description for the position.

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**POSITION**

This position is a Full Time, Regular, Exempt position for purposes of federal wage-hour law.

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**REPORTING STRUCTURE**

You will report to XXXX.

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**START DATE**

Your employment will begin on XXXXX.

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**COMPENSATION**

The School will pay you a salary of \$XXXXXX on an annual basis, payable in accordance with the School's standard payroll schedule, which is subject to deductions for taxes and other withholdings as required by law or the policies of the School.

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**SCHEDULE AND PAID TIME OFF**

This position follows 12-month, year-round schedule. This position is eligible for the School's paid Vacation/Personal/ and Sick days program. Please refer to the employee handbook that has been provided with this offer for specifics regarding our accrual rate. Springfield Preparatory Charter School reserves the right to change employee paid time off programs at any time at the School's choosing.

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**BENEFITS**

This position is eligible for School offered benefits. Please refer to the Benefits-at-a-Glance document that has been provided with this offer. Springfield Preparatory Charter School reserves the right to change employee benefits at any time at the School's choosing.

In addition to the School offered benefits, an appropriate contribution by the school will be put into your account in the Massachusetts Teachers' Retirement System, as required by law.

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**HOLIDAYS**

This position is eligible for School observed paid Holidays. The School observes eight (11) holidays and a winter break each year. Observed Holidays include:

New Year's Day, Martin Luther King Day, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving. Winter Break dates are to be announced each year.

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**WORK HOURS**

Your regular work hours will be from 7:20 am to 4:00 pm, Monday through Friday. **However, as an exempt employee you may be required to work beyond these hours from time to time to fulfill your responsibilities as may be necessary.**

**AT-WILL EMPLOYMENT**

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Employment at Springfield Preparatory Charter School is on an “Employment-At-Will” basis. In other words, you or the School may terminate employment for any reason and at any time, with or without notice. No representative of the School, except the Executive Director, has the authority to make any promises, representations, or statements concerning employment for a specified period of time. Any such promise, representation, or statement by the Executive Director must be in writing and signed by both parties. Similarly, the terms of employment outlined in this letter are subject to change at any time.

**EMPLOYMENT CONTINGENCIES**

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This offer of employment is contingent upon these additional items, as follows:

1. That you are legally eligible to work in the United States. 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.
2. That the School has received a CORI report and a state and national fingerprint-based criminal background check report, both of which are satisfactory to the School, at its sole discretion. Information regarding this background check will be e-mailed to you upon your acceptance and return of this offer letter.

This offer letter and the documents referenced within supersede any other written documents or conversations about such terms of your employment.

If you have any questions about this letter, please give me a call. On behalf of everyone associated with the School, we’re thrilled to have you join our team. I am certain you will find your work to be both challenging and rewarding.

Please acknowledge your acceptance by signing below and returning to me via DocuSign within one week of the date of this letter.

Congratulations XXXXX! We are very pleased that you will be joining us as a member of our team!

All the best,

Bill Spirer  
Founder & Executive Director

[FINAL PAGE OF OFFER LETTER EXCEPT FOR SIGNATURE PAGE]

ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

	Employee Name
	Employee Signature
	Date