



February 24, 2020

<<address>>

Dear \_\_\_\_\_:

I am delighted to welcome you to Academy of the Pacific Rim Charter Public School (“Academy”) as an Dean, reporting directly to the Principal. We believe that the adults at our school drive the daily success of our students, and this position is critical to the continued success and growth of the Academy. We look forward to having you join us and contribute your expertise and knowledge.

I am pleased to offer you full-time, regular employment commencing on March 2, 2020 through July 31, 2021. Your full-time earnings will be based on a five-day, forty hour per week schedule, including the two-week Dragon Camp in early July. You will be paid bi-weekly at the rate of \$\_\_\_\_\_. This annualizes to a full-time equivalent of \$\_\_\_\_\_ minus customary deductions for federal and state taxes and the like.

As a full-time employee, you will be eligible to participate in our employee benefit program. You will be eligible to receive benefits such as medical, dental, short and long-term disability, and basic life insurance according to our benefit plans. You will also be eligible to join our 403(b) program after 30 days of employment. Full details of these programs will be provided to you under separate cover.

At all times, you will be expected to represent the Academy with commitment to our mission and values, culture of achievement, and ensuring the success of our students. You have already demonstrated these inherent qualities, which is why you were selected as a key member of our team. These qualities will underlie the expected performance that will guarantee our mutual success.

While we both fully intend to begin our relationship on a positive note, it is essential to understand our employment arrangement. Academy of the Pacific Charter Public School is an at-will employer, which means that either of us can terminate our employment arrangement at any time and for any reason or no reason. This offer is contingent upon satisfactory completion of an Employment Eligibility Verification form (Form I-9), the receipt of a Criminal Offender Record Information (CORI) check that is satisfactory to the Academy, and suitable results from the fingerprint based state and national criminal history record check (e.g., SAFIS program).

Please carefully review the terms and conditions of your hire as outlined in this letter. Michael, we are all very excited about having you on board and look forward to working with you as a valued employee of the Academy of the Pacific Rim Public Charter School.

With best regards,

\_\_\_\_\_  
High School Principal

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