

<<Date Offer Letter was Created>>

<<First Name>> <<Last Name>>

<<Personal Email>>

Dear <<First Name>>:

It is with incredible excitement that we offer you a position at KIPP Massachusetts (“KIPP MA”) as a/an <<Title>> on an exempt/a non-exempt full-time/part time basis at <<Location>> for the 2023-2024 school year (otherwise known as the “Fiscal Year” which runs from July 1 to June 30), effective <<Start Date>>. I have no doubt that your passion and commitment will make the ultimate difference in helping our students and organization succeed. This offer letter sets forth the terms and conditions of your employment at KIPP MA to the extent you choose to accept this offer, although they are subject to change as the needs of KIPP MA evolve and your employment continues.

Reporting and Schedule. In this role, you will report directly to <<Reports To>>, <<Manager Position>>. This position follows the School Year/Extended School Year/12-Month/Community Programs calendar. Please refer to the [KIPP MA Employee Handbook](#) for details regarding that calendar. *If part-time and/or non-exempt:* Please note that KIPP MA will set your working conditions, including your working hours. Your hours for this position will be (INSERT). *If full-time, exempt:* Please note that KIPP MA will set your working conditions, including your working hours. However, please note that on average, full-time KIPP MA employees work 45 hours per week. Notwithstanding the foregoing, you will be expected to work as many hours as necessary to fulfill the responsibilities of this position.

If Hybrid In-Region, include: Please note that this role is eligible to be completed under [KIPP MA’s hybrid in-region employment policy](#). As such, employees within this role may be allowed to fulfill work responsibilities with a mixture of in-person and virtual work. In this position, you are expected to be available for in-person work as needed and as directed. The specific days/times for which you will be required to complete work in-person is defined by your specific job duties or as otherwise indicated by your direct supervisor/manager. Please note that in order to continue to work in this capacity at KIPP MA, you must be able to commit to both the in-person and virtual requirements of this position.

Working in a hybrid role does not change the at-will nature of your employment. By accepting a hybrid position at KIPP MA you understand and agree to comply with all responsibilities and provisions of this policy. Further, you understand that any violation of the terms of this agreement may result in disciplinary action, up to and including termination.

If Hybrid Out-of-Region, include: Please note that this role is eligible to be completed under [KIPP MA’s hybrid out-of-region employment policy](#). As such, employees within this role may be allowed to fulfill work responsibilities with a mixture of in-person and virtual work. In this position, you are expected to be available for in-person work less often than one workday per week and no more than twice per month on average throughout the school year (note however, that a single trip to Massachusetts may require multiple days of being onsite, up to an entire work week). The specific days/times for which you will be required to complete work in-person is defined by your specific job duties or as otherwise indicated by your direct supervisor/manager. Please note that in order to continue to work in this capacity at KIPP MA, you must be able to commit to both the in-person and virtual requirements of this position.

Working in a hybrid role does not change the at-will nature of your employment. By accepting a hybrid position at KIPP MA you understand and agree to comply with all responsibilities and provisions of this policy. Further, you understand that any violation of the terms of this agreement may result in disciplinary action, up to and including termination.

Responsibilities. You will be responsible for performing all duties appropriate to your position during the course of your employment, in accordance with the job description enclosed herein and any such responsibilities that are otherwise reasonably associated with your position. You will be expected to devote your best efforts and full attention to the performance of such duties during your working time. As a KIPP MA employee, you will be required to comply with the provisions of the [KIPP MA Employee Handbook](#). You are also expected to conduct yourself in a manner consistent with KIPP MA's mission and value and the highest standards of professional and ethical conduct, and conducive to the maintenance of a productive work and learning environment.

If an educator, include: As an educator at KIPP MA, and as a condition of your continued employment, you are required to meet any [MA DESE](#) charter school qualifications and licensure requirements pertaining to your [role](#), as indicated in [KIPP MA's MTEL/SEI and DESE Compliance Policy](#). Meeting this requirement is the sole responsibility of the employee, and must be completed within one year of the start date indicated above.

If an aide in need of passing the ParaPro, include: As an Aide at KIPP MA, and as a condition of your continued employment, you are required to meet the [MA DESE](#) charter school qualifications pertaining to your [role](#), as indicated in [KIPP MA's MTEL/SEI and DESE Compliance Policy](#). Meeting this requirement is the sole responsibility of the employee, and must be completed within one year of the start date indicated above.

If a counselor/AP/SLP/OT/nurse, include: As a _____ at KIPP MA, and as a condition of your continued employment, you are required to meet any [MA DESE](#) charter school qualifications and licensure requirements pertaining to your [role](#), as indicated in [KIPP MA's MTEL/SEI and DESE Compliance Policy](#). Meeting this requirement is the sole responsibility of the employee, and must be completed within the time frame indicated for your particular licensing requirements.

Furthermore, KIPP MA is committed to furthering anti-racism, equity, and racial justice in all our efforts. As an employee of KIPP MA, you are expected to advance the aforementioned commitment in your role and through your daily interactions with students, families, and staff. Any discriminatory behavior, including the abuse of authority, behavior perpetuating inequities (i.e. harassment or discrimination of non-dominant groups and identities), is both illegal and counter to KIPP MA's commitment to anti-racism, equity, and racial justice and will be taken seriously and may result in termination.

At-Will Status. Although we hope you will remain employed throughout the Fiscal Year, your employment with KIPP MA is at-will, which means that both you and KIPP MA are free to terminate the employment relationship for any reason or no reason, with or without notice.

Compensation. Your annual base salary ("Salary") will be \$<<Annualized Salary>> (assumes FTE=<<FTE (hours per week/45)>>). You will be paid on a semi-monthly basis, at a rate of \$<<Semi Monthly Salary>> per pay period, less applicable taxes and withholdings, and distributed in accordance with KIPP MA's usual payroll practices as may be in effect from time to time. Your Salary will increase to (\$XX,XXX) upon submission of proof of receipt of your advanced degree to hr@kipppma.org. For employees who start after 8/7, your final pay will be reconciled for the 6/30 payroll to include any retroactive pay for the year based on the actual number of days worked in the Fiscal Year. **If *NEW* School Year or Extended School Year calendar employee, include:** As [a [new](#) School Year or an Extended School Year] employee, you will be paid two double paychecks during the Fiscal Year to account for the

month of July 2023. *[Non-exempt: If working overtime (per your manager's direction), you will be paid based on the timesheets which you submit, which must be timely submitted in accordance with KIPP MA policies and procedures.] [Internal transitions: Please note that as a salaried employee on the School Year calendar, if you choose to terminate employment voluntarily prior to the start of the School Year, you will be required to return in full any FY24 payment issued to you.]*

Benefits. Eligible employees may participate in benefit programs specified in KIPP MA's policies, as they may be in effect from time to time, and made available to similarly situated employees of KIPP MA, including, but not limited to, health and dental insurance benefits. Please refer to the KIPP MA [Benefits-at-a-Glance](#) for more details.

Relocation Expenses. Should you accept this offer, KIPP MA will provide up to **\$1,000** toward relocation expenses. If you voluntarily terminate your employment with KIPP MA within the first 6 months of employment, you will be obligated to repay any such relocation amount provided by KIPP MA.

Signing Bonus. Should you accept this offer and remain employed by KIPP MA after the conclusion of 90 days, KIPP MA will pay you **\$1,000**, less all applicable taxes and withholdings, as a sign-on bonus [, which includes our standard \$1,000 sign-on bonus plus an additional \$500/\$1000 for being a KIPP alum]. Note that a KIPP MA staff member can only receive one total signing or retention bonus per school year.

Longevity Bonus. Should you accept this offer and remain employed by KIPP MA five full years after your anniversary start date of **[DATE]**, KIPP MA will pay you **\$3,000**, less all applicable taxes and withholdings, as a longevity bonus, on the **[DATE] payroll**.

Retention Bonus. Should you accept this offer and remain employed by KIPP MA after 90 days of your effective start date of the Fiscal Year, KIPP MA will pay you **\$2,000**, less all applicable taxes and withholdings, as a retention bonus. Note that a KIPP MA staff member can only receive one total signing or retention bonus per school year.

Performance Bonus. ~~[delete if N/A]~~ Should you accept this offer and remain employed by KIPP MA after 90 days of your effective start date of the Fiscal Year, KIPP MA will pay you up to \$____, less all applicable taxes and withholdings, as a performance bonus.

Leave. You may be eligible for leave, such as Paid Time Off and Sick Leave, in accordance with the policies set forth in the [KIPP MA Employee Handbook](#), as such policies may be in effect from time to time.

Employment Contingencies. This offer of employment is contingent upon you being legally eligible to work in the United States. Should you accept this offer, you must complete and submit an Employment Eligibility Verification Form I-9, and any required underlying documentation establishing identity and employment eligibility, to KIPP MA. This offer is also conditioned upon the successful completion of a Pre-Employment Screening Process as required by law, with results that are satisfactory to KIPP MA, in KIPP MA's sole discretion. The Pre-Employment Screening Process includes a state and national fingerprint-based criminal history record check and a Massachusetts Criminal Offender Record Information Check. Your employment is further conditioned on the successful completion of such background checks periodically throughout your employment, with results that are satisfactory to KIPP MA in KIPP MA's sole discretion.

Prior to the commencement of your employment at KIPP, KIPP may share information with you for the sole purpose of allowing you to prepare for such employment. This information is confidential and must be treated as such. Any improper use or disclosure of this information may result in the revocation of this offer of employment.

Adherence to Policies and Laws. You shall adhere to all KIPP MA policies, as well as any state or federal laws and regulations in the performance of your duties. This includes, but is not limited to, laws pertaining to the confidentiality of student record information, mandatory reporting requirements, and policies found in the [KIPP MA Employee Handbook](#).

Miscellaneous. This offer letter and the documents referenced within supersede any other written documents or conversations about such terms of your employment. You understand that no other representations or promises have been made to you about your employment with KIPP MA.

Expiration of Offer. This offer expires on **Date** by which time the employer reserves the right to rescind the offer should a response not be received.

The team of KIPP MA joins us in welcoming you. We look forward to working with you in doing whatever it takes to ensure that our students are prepared to maximize their potential in school, career and the world beyond.

Welcome!

Kate Lobel
Managing Director of Human Resources
& Talent Development

<<Reports To>>
<<Manager Position>>

I, **<<First Name>>** **<<Last Name>>**, have read and accept this employment offer and its terms and conditions, including the at-will nature of the employment relationship.

<<First Name>> **<<Last Name>>**

Date