



<<Letter Date>>

<<Revision>>

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

<<Address>>

<<City State Zip>>

Dear <<First Name>>,

On behalf of the Innovation Academy Charter School Board of Trustees, we are pleased to inform you of our intent to offer you at will employment with the Innovation Academy Charter School (hereinafter "IACS") as <<Position>> and to inform you of your compensation. This role is considered a <<Position Type>> position as defined in the IACS Employee Handbook, which details relevant benefits and responsibilities (see section below).

You will be expected to perform all of the major responsibilities identified in your job description and any additional responsibilities agreed upon between you and your supervisor with the highest degree of competence, diligence and effort. Please review the following terms and conditions of employment and sign the letter below to acknowledge acceptance of this position for the coming year.

TERMS AND CONDITIONS

- **Compensation** - Beginning <<Start Date>>, your compensation will be <<Per Pay Period>> paid twice monthly (<<Annual Salary>> per year).
- **Additional Pay** - You may have opportunities to be involved with extra-curricular activities and may receive a stipend, lump sum or hourly pay for this additional work. Any additional monies earned for these opportunities will be determined separately and added to your regular paychecks.
- **Benefits** - As a <<Position Type>> you are eligible for all offered benefits, including medical and dental insurance.
- **Professional Development** - You will participate in such professional development opportunities as you and your supervisor determine appropriate.
- **Background Check** – This offer is contingent upon successfully completing any and all State mandated background checks (including SAFIS).
- **Availability** - Your acceptance of employment represents and warrants that your employment with the IACS does not violate or breach any agreement, to which you are a party, with any former employer, client or person.
- **At-Will** - Your employment is “at-will” which means that it is for no definite period of time and may be, regardless of the date of payment of your wages and salary, terminable by you or the Director of the IACS with or without cause or notice.



We are confident that with your unique skills, training and experience, you will make an invaluable contribution to the IACS.

Sincerely,

<<Supervisor>>
<<Supervisor Title>>

Gregory Orpen
Head of School

Acknowledgment and Acceptance

All individuals employed by the IACS are employed "at will," and the relationship may be terminated by either party at any time with or without cause and with or without notice.

Only the IACS's board of directors is authorized to create an employment contract, and a signed and written agreement is required for it to do so.

The provisions of the employer's personnel policy manual, employee handbook, or any similar written document developed or disseminated by the employer, are designed and intended to provide guidance and information, and do not create an employment contract or other employment obligation for the employer.

The employer reserves the right to unilaterally change the provisions of any such document without notice or negotiations, and its decision to do so does not create any employment contract or obligation thereafter.

I accept the position of <<Position>> for an annual salary of <<Annual Salary>> as well as the terms and conditions listed above.

Acknowledgment

NAME

Date

<<Revision>>



EXCERPT FROM 2019-2020 Employee Handbook

Employment Status

It is the intent of the school to clarify the definitions of staff classifications so that employees understand their employment expectations and leave-time allotment. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at-will at any time is retained by both the employee and the school. All employees are designated as either non-exempt or exempt under state and federal wage and hour laws.

Staff Classification

Employees of IACCS are grouped into the following categories to reflect their work year and/or schedule, role in the school, and other attributes. These classifications are made based on the guidelines set by the Fair Labor Standards Act (FLSA). These classifications are defined in more detail below.

Employee Group	Paid Vacation	Paid sick/personal time	Expected work days
Non-Exempt (Hourly)			
10- month (Academic Year) Ex: Food Service Staff	No	Up to 20 hours accrued No carry-over	Per Supervisor's discretion
12-month (Fiscal Year) Ex: Administrative Support Staff	One week paid summer vacation	10 paid sick days plus carry-over up to 10 days. Total hours prorated based on FTE. (1.0 FTE = 80 hours) May convert 3 days to personal time.	Per Supervisor's discretion
Exempt (Salary) -			
10-month (Academic Year) Ex: Teachers (<i>MTRS Eligible</i>) Inclusion Aides (<i>non-MTRS Eligible</i>)	School Calendar breaks only	10 paid sick days plus carry-over up to 10 days. Total hours prorated based on FTE. (1.0 FTE = 80 hours) May convert 3 days to personal time.	MTRS eligible staff = All open school days plus 6 PD days in August, 1 PD day mid-year and 1 PD day at end of school year. Non-MTRS eligible staff = All open school days plus 1 PD day in August and up to 10 additional PD hours assigned at Supervisor's discretion.
12-month (Fiscal Year) Ex: Administration	School Calendar breaks plus 3 weeks paid summer vacation	10 paid sick days plus carry-over up to 10 days. Total hours prorated based on FTE. (1.0 FTE = 80 hours) May convert 3 days to personal time.	All "open building" days less 3 weeks of paid vacation (dates agreed upon by Supervisor)
Other roles			
Temporary Ex: Coaches, subs	Statutory	Up to 20 hours accrued No carry-over	No



Benefits Eligibility: All staff working greater than an average of 20 hours per week are eligible for full offered benefits. Non-exempt and Exempt staff working an average of 20 or fewer hours per week are eligible for Statutory and Ancillary benefits. Temporary staff, coaches and substitute teachers in other extraneous positions are eligible for statutory benefits only.

Full and Ancillary benefits are detailed in **Section 5: Employee Benefits** as well as the “Benefits at a Glance” document.

Ten-month Exempt employees: For MTRS eligible employees, salary is equally divided over the 12-month period. For non-MTRS eligible employees, salary is equally divided over the 10-month school year period.

Exempt Employees: Full time exempt employees receive a salary and are eligible for the school's fringe benefits package. Their schedule is agreed upon between themselves and their supervisor, based on their role and responsibilities within the school. While full-time, 1.0 FTE salaried employees are typically expected to work a 40 hour work week. This may vary with the needs of the school and expectations of the supervisor. Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, exempt employees are those who perform administrative, professional, supervisory or managerial responsibilities. Exempt employees are not eligible for overtime pay.

Non-exempt Employees: Non-exempt employees work more than 20 hours per week and are eligible for the school's fringe benefits package. Their hours are agreed upon between themselves and their supervisor, based on their role and responsibilities within the school. Non-exempt employees who work, on average, fewer than 20 hours per week are eligible for statutory benefits only (see below).

Temporary Employees: A temporary employee may work any number of hours per week, the position is temporary – expected to be for less than twelve (12) months (less than ten (10) months for a teaching position). Temporary employees are eligible for statutory benefits only (see below).

Statutory benefits are mandated by federal, state or local law and include Workers' Compensation Insurance and Unemployment Compensation Insurance.