



HILL VIEW MONTESSORI

CHARTER Public School

75 Foundation Avenue Haverhill, MA 01835

www.hillviewmontessori.org

[date]

[name]

[address]

[city, state, ZIP]

Dear [name],

Hill View Montessori Charter Public School is pleased to offer you a renewal of your employment as Dean of Students.

POSITION

This position is a Full Time, Regular, Exempt position.

REPORTING STRUCTURE

You will report to the Executive Director.

START DATE

This agreement is for the 2019-2020 academic year which begins on July 1st and ends June 30, 2020. While the first day of school is yet to be determined, your participation in all orientation, in-service training, and professional development programs prior to the School's first academic day is required. This Agreement expires on June 30, 2020 unless specifically renewed, in writing, for the next Academic Year.

COMPENSATION

\$xxx,xxx.00

The School will pay you a semi-monthly rate of \$xxxx.00 which is equivalent to \$xxx,xxx.00 on an annual basis, payable on the 15th and last day of each month starting on July 15th and is subject to deductions for taxes and other withholdings as required by law or school policies. The annual pay is spread over the course of 12 months for employees that work through the final day of the academic year; however, if you voluntarily resign or are involuntarily terminated, you will be paid through the last day worked.

PAID TIME OFF

This position is eligible for the School's Paid Time Off program. As a Full Time employee, you are eligible for 20 paid days off per school year. All Paid Time Off days are available as of July 1st, 2019 and are not calculated based on the number of hours worked. The Hill View Montessori Charter Public School reserves the right to change employee paid time off programs at any time at the School's choosing.

BENEFITS

This position is eligible for School-offered benefits summarized in the Benefits-at-a-Glance document. The Hill View Montessori Charter Public School reserves the right to change employee benefits at any time at the School's choosing. Benefit coverage is provided for the entire year (July 1 – June 30) for employees that work through the final day of the academic year; however, if you voluntarily resign or are involuntarily terminated, your benefits will be terminated on the last day of the month in which the resignation or termination occurs.

HOLIDAYS & SCHOOL BREAKS

As an Academic employee you are expected to follow the School calendar including any required staff meetings and professional development days.

AT-WILL EMPLOYMENT

Employment at Hill View Montessori Charter Public 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. Similarly, the terms of employment outlined in this letter are subject to change at any time.

This offer letter and the documents referenced within supersede any other written documents or conversations about such terms of your employment. Please acknowledge your acceptance of the above offer by signing and returning one copy of this letter, retaining the other copy for your files.

Sincerely,

Phil Arnold, MSW, LSW Executive Director		[Name]
Signature		Signature
Date		Date