

DATE

Name of recipient
KIPP Massachusetts
90 High Rock Street
Lynn, MA 01902

Dear Name of recipient:

It is with incredible excitement that we offer you a position at KIPP Massachusetts (KIPP MA), as **TITLE** beginning **July 1, 2018**. I have no doubt that your passion and commitment will make the ultimate difference in helping our students and organization succeed. In this role, you will report directly to **MANAGER, MANAGER TITLE**

Your classification:

- Full Time Employee, FTE = **1.0** (See information below regarding work hours and work week!)
- Exempt, Salaried, Regional Office Role

Your wage information:

- All employees are paid on the 15th and last day of each month, for the prior 15 days.
- Your annual salary is \$ _____
- The KIPP Massachusetts Fiscal Year runs from July 1st-June 30th each year.

Your benefit highlights:

- Health, Dental, and Vision Coverage Insurance
 - Plans for full-time and part-time employees
- Short Term/Long Term Disability Coverage for all employees working 20+ hours a week
 - 100% Employer Paid
- Employee Assistance Program for all employees working 20+ hours a week
 - 100% Employer Paid
- FSA Plans – 403(b) Plans – MTRS Pension Plan (if eligible)
- Paid Holidays
- Vacation
 - All school-based staff members not classified as operations staff receive the following standard vacation schedule (as defined by the school calendar):
 - The Week of Thanksgiving
 - December Vacation
 - February Vacation
 - April Vacation
 - Summer Vacation

The Employer reserves the right to amend the non-salary benefits provided to the employee upon notice to the employee.

Your expectations:

- Employees of KIPP MA typically work 50 hours per week. Our expectation is that you work as many hours as necessary to complete the assigned tasks for your role. Some weeks may be more during peak periods and other periods may be less, but you should anticipate that your average week will be approximately 50 hours. **School based staff members are typically required to work 50 hours on-site. If an individual requires or wishes to have reduced hours, s/he should work directly with his or her school leader to determine if reduced hours are possible and what compensation and benefits changes will exist for those accommodations.**
- All KIPP: Massachusetts employees are required by law to submit fingerprint-based state and national criminal background checks every three years. To that end, employees are expected to complete fingerprinting every three years.
- All KIPP: Massachusetts employees are required by law to submit adequate paperwork so that a CORI (Criminal Offender Record Information) can be run every three years. If you have not adequately completed the CORI check process with KIPP: Massachusetts, you will not be able to continue in your position.
- Your employment with KIPP Massachusetts is entirely at-will. This means that KIPP Massachusetts may terminate your employment at any time, with or without notice, and that you may similarly terminate your employment with KIPP Massachusetts at any time.

This offer expires on May 18, 2018 by which time the employer reserves the right to rescind the offer should a response not be received.

The team of KIPP MA joins me in welcoming you. I look forward to working with you in doing whatever it takes to ensure that our students are prepared to maximize their potential in high schools, colleges and the world beyond.

Welcome!

Lovette Curry
Director of Human Resources

Manager, Manager TITLE

Recipient

DATE