

DATE

Name of Recipient  
Address of Recipient

Dear NAME:

It is with incredible excitement that we offer you a position at KIPP Massachusetts (KIPP MA), as **TITLE Of POSITION** beginning **START DATE**. 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 **MANGER, MANGER's TITLE**.

**Your classification:**

- Full Time Employee, FTE = 1.0 (See information below regarding work hours and work week!)
- Exempt, Salaried, School-based role

**Your wage information:**

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

**Your benefit package:**

- Health Coverage Insurance
- Health Reimbursement
- Dental Coverage Insurance
- Vision Coverage Insurance
- Life & AD&D Insurance for all employees working 20+ hours a week
- Short Term/Long Term Disability Coverage for all employees working 20+ hours a week
- Employee Assistance Program for all employees working 20+ hours a week
- 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 before beginning in their roles. One must schedule an appointment with a fingerprinting agency and ensure the report for fingerprinting is returned to KIPP: Massachusetts prior to his or her first day of employment. If you have not completed fingerprinting and your report has not been received by KIPP: Massachusetts, you will not be able to start in your position. To register for an appointment, please visit this website: <http://www.identogo.com/>. (Note: KIPP: Massachusetts will reimburse all employees for the cost of fingerprinting. Additionally, all KIPP: Massachusetts employees are required to be fingerprinted once 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 prior to starting employment. All KIPP: Massachusetts employees must complete their CORI forms immediately upon hire. From there, KIPP: Massachusetts will run a CORI and ensure a new employee can begin in his or her role. If you have not adequately completed the CORI check process with KIPP: Massachusetts, you will not be able to start in your position.
- This offer is contingent on your providing KIPP Massachusetts with the legally required proof of your identity and authorization to work in the United States, as well as the requisite background and reference checks.
- 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 August 10, 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!

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**Lovette Curry**  
**Director of Human Resources**

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**MANGER**  
**Manager Title**

By signing below, you are acknowledging and accepting this offer of at-will employment:

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Name of Recipient

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**DATE**

*“THERE ARE NO SHORTCUTS”*