**OFFER of EMPLOYMENT**

Employer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CANDIDATE:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TITLE:\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  WILL FUNCTION AS MANAGER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Code Department Dept. ID

Allocation : \_\_\_\_\_\_\_% to Payroll Dept.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_% to Payroll Dept.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Salary Code: \_\_\_\_\_\_\_\_\_\_ Salary Range**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINIMUM MIDPOINT MAXIMUM

**START DATE:**\_\_\_\_/\_\_\_\_/\_\_\_\_ **MANAGER:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONDITIONS:** Must complete VIRTUS and Discrimination and Harassment Training within 30 days.

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**COMPENSATION**:

**Weekly Hours:**  40  35  Part Time \_\_\_\_Hours Per Week (28+ = H & W Benefit Eligibility, 35+ = Pension Eligibility)

**Pay is:** Bi-weekly (Hrs per Wk X 2) Semi-monthly (Hrs per Wk X 52/24) Monthly (Hrs per Wk X 52/12)  Per Event

Work Schedule (Circle Days): S M T W TH F S \_\_\_\_ Hours per day

**FLSA Status**:

**Exempt** from overtime as determined by Job Code /FLSA Status (ADP Employee Pay Type = **S**)

$\_\_\_\_\_\_\_\_\_ **Annual Salary** **/**\_\_\_ pay periods = $\_\_\_\_\_\_\_\_ Bi-Semi-Wk **OR** $\_\_\_\_\_\_ **Per Event/Hr**

**Non-Exempt** as determined by Job Code /FLSA Status (ADP Employee Pay Type = **H)**

$\_\_\_\_\_\_\_\_\_\_ **Hourly Rate**  $\_\_\_\_\_\_\_\_\_\_ **Overtime Pay Rate for the hours worked over 40 in any one week = \_\_\_\_\_\_\_\_\_\_**

Annually

**First Payroll Scheduled for:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Health & Welfare Benefits**: Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_ **403(b) Defined Contribution Plan:** Effective Date:\_\_\_\_/\_\_\_\_/\_\_\_\_

**Salary Review: (**Based on Performance) at: 6 Months  12 Months  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL APPROVAL: (when needed)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFER EXTENDED**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**BY**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

**Accepted**\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Rejected**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Reason**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Date)

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I UNDERSTAND THAT THIS OFFER IS MADE ON CONDITION OF RECEIPT OF VALID REFERENCES AND A SATISFACTORY PERSONAL AND PROFESSIONAL BACKGROUND SCREENING AND THAT THIS POSITION IS CONSIDERED AT WILL AND CAN BE TERMINIATED AT ANY TIME. I ACKNOWLEDGE RECEIPT OF THE EMPLOYEE HANDBOOK AND AGREE TO READ IT AND BE RESPONSIBLE TO FOLLOW THE POLICIES AND PROCEDURES IT CONTAINS.**

**ON THIS DAY, \_\_\_\_\_\_\_\_\_\_\_\_\_, I HAVE BEEN NOTIFIED OF MY PAY RATE, OVERTIME PAY RATE (IF ELIGIBLE), AND I HAVE TOLD MY EMPLOYER THAT MY PRIMARY LANGUAGE IS: ENGLISH, SPANISH,** **RUSSIAN, POLISH, CREOLE, KOREAN,**

**CHINESE, OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**EMPLOYEE SIGNATURE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_