SAMPLE OFFER LETTER FOR ADDITIONAL ROLE FOR EXEMPT AT-WILL EMPLOYEE

[School Letterhead]

[Date]

[Employee Name]

[Employee Address]

Dear [employee first name],

Thank you for accepting a position as [title of position, ex: “Temporary After Care Assistant”] for the school year of [school year].

This is a letter of employment and is non-binding. You are an at will employee. Please note that you will only be paid for program sessions worked.

The following information will confirm your employment status:

Position: [title of position, ex: “Temporary After Care Assistant”]
Position Status: Temporary, Part-Time, on as-needed basis
Office/Department:
Manager:
Job Description: Please see attached sheet. [Note that employee should sign job description annually].
Start Date: [Date of first session additional duty is performed.]
Compensation: $[amount] per [program name, ex: After Care] session, paid monthly in addition to your compensation for your primary role as [position title, ex: Director of Religious Education].
Benefits: There are no additional benefits associated with this role.

Any questions should be directed to [name of contact person] at [phone or email of contact person].

Signed,

[Principal Signature and Date]

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We hope you find this Best Practices Resource Guide to be a helpful tool. Please contact the Office of Parish and School Human Resources with any questions.

Parish and School HR Helpline
414-389-88HR(47) ParishandSchoolHR@archmil.org