**2015-2016**

**Administrative Assistant Employment Offer Letter**

**FULL NAME**

Dear Name,

I am delighted to offer you the position of Administrative Assistant at Mastery Charter Schools

*Encompassing Mastery Charter High School, Mastery Charter-Thomas Campus, Mastery Charter-Shoemaker Campus, Mastery Charter-Pickett Campus, Mastery Charter-Harrity Elementary, Mastery Charter-Smedley Elementary, Mastery Charter-Mann Elementary, Mastery Charter-Clymer Elementary, Mastery Charter-Simon Gratz Campus, Hardy Williams Academy Mastery Charter School, Grover Cleveland Mastery Charter Elementary, Francis D. Pastorius Mastery Charter Elementary, Mastery Charter Thomas Elementary, Mastery Charter Prep Middle, and any future Mastery Charter School*

Mastery agrees to hire Name (“The Employee”) as an employee of Mastery subject to the terms and conditions set forth herein, commencing DATE.

**Provision**

* The Employee will serve as an Administrative Assistant
* The Employee’s performance category will be Category
* The Employee will report to the Assistant Principal of Operations
* The Employee will officially be an employee of Mastery Charter Schools – Campus

**Duties**

Your job duties shall include those delineated in the job description corresponding to your job title. Attend New Employee Orientation (NEO) prior to start date. In addition, you may be asked to perform other duties as directed by your supervisor Principal.

**Parameters**

You must be available to work on all scheduled instructional and professional development days. You shall devote your working time and attention to the performance of your duties as described in your position’s job description and at the discretion of your supervisor or Principal.

**Compensation**

* The School shall pay you a base annual salary of $SALARY. All applicable taxes and withholdings shall be deducted in accordance to normal payroll practices.
* The Employee will be paid biweekly on a 12 month calendar. The Employee is a **12** month employee who will be paid over the course of 12 months.
* Your vacation shall include: winter break, spring break, summer break, and 88 vacation hours, which are prorated based on the time of hire in relation to the fiscal year. You will be required to use your vacation time in accordance with Mastery customary policies and procedures. Your vacation time may be prorated based on your start date in relation to the fiscal year end and an accrual rate of 7.33 hours per month. Employees may bank no more than 128 vacation hours at one time.
* The Employee position is Non-Exempt – Regular Full Time. The Employee must comply with daily attendance procedures as required for payroll and legal requirements.
* Employee will be compensated for any overtime work at time and a half pay rate.
* All Employees are required to receive their payroll checks via direct deposit.

**Benefits**

* All regular full-time employees and their spouses/domestic partners and dependents are eligible to participate in Mastery Charter Schools’ benefits plans, including health, dental, vision, life and disability insurances, and other voluntary benefits offerings. The Employee will be eligible for benefits on the 1st of the month after above start date[[1]](#footnote-1) .
	+ Employees are eligible for 100% fully paid[[2]](#footnote-2) medical and dental coverage under our HMO program, including any dependents (as approved by carrier) enrolled in the plan.
	+ Employees may elect our POS plan for an additional cost or decline medical coverage for a waiver payment.
* Employees are required to participate in Mastery’s defined contribution 403(b) plan; if the Employee was previously enrolled in PSERS and has already vested, s/he may opt to continue PSERS instead of participating in Mastery’s 403(b) plan.
* All 12 month employees will accrue a total of 56 personal hours for the school year to be used in accordance with the Paid Time Off (PTO) policy set forth in Mastery’s Employee Handbook. Personal hours are accrued at a rate of 4.67 hours per month of time worked. Employee will be eligible for PTO accrual during designated school closings such as winter and spring breaks.
* Up to $1,000 annually is available to all staff as reimbursement for education coursework or certification testing and related expenses to be used in accordance with the Tuition Reimbursement policy in the Employee Handbook.
* Mastery Charter Schools reserves the right to eliminate or modify any of its benefits and eligibility requirements at any time.

**Regulatory Requirements**

* The Employee’s employment is contingent upon successful completion of a background check including criminal and child abuse checks, FBI fingerprint check, and arrest/conviction form as well as compliance with Immigration Act I-9 (proof of authorization to work in the United States is required).
* If the Employee does not provide proof to Mastery Charter Schools of having received clearances by his/her 1st day of employment, he/she could face immediate dismissal or a delay in employment.
* While employed by Mastery Charter Schools, the Employee will be expected to comply with all employment rules and procedures.

**Probationary Period**

The first 90 days of employment at Mastery will be a probationary period between the employee and the employer. An employee in probationary status may be terminated without cause at the discretion of his/her supervisor. This period shall be used for observation of a new employee's work performance and to permit the employee to adjust to the job and working conditions

**Termination of Employment**

Pennsylvania is an “employment at-will” state. Mastery Charter Schools will end employment relationships in accordance with Pennsylvania’s “at-will” doctrine and procedures set forth in Mastery Charter Schools’ Employee Handbook. Mastery Charter Schools may terminate the Employee’s employment for any of the following reasons, which are among the common reasons for termination of employment (including but not limited to):

* Unsatisfactory Performance
* Misconduct
* Notice/Layoff
* Employee Abandonment of Position
* Resignation of Employee Prior to End of School Year
* Violation of Employee Handbook
* Revocation of Certification

Finally, this offer letter should not be construed as a contract. Pennsylvania is an At-Will Employment state.

  Signature: **{{\_es\_:signer1:signature}}**

 CEO: Scott Gordon

 Mastery Charter Schools Date: **{{\_es\_:signer:date}}**

1. Terms of Mastery Charter Schools insurance benefits are subject to change during the annual renewal of our health benefits each July 1. [↑](#footnote-ref-1)
2. Benefit contribution amounts are subject to change during annual renewal of benefits each July 1. [↑](#footnote-ref-2)