

May 12, 2020

Dear Darlene Frederick,

We are pleased to offer you the position of Part-Time Custodian with Athlos Academy of Jefferson Parish commencing on August 5th, 2020, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 174 days as a non-exempt employee, between your employment commencement date and May 21st, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21st, 2021 this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an hourly rate of \$10.20/hr. If you are asked to work beyond forty (40) hours per week, you will be provided overtime compensation as earned and allowable under state and federal law. In accordance with its regular payroll schedule, AAJP will pay your wages in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-disclosure and non-compete agreement.

This offer is contingent upon completing a background check, governing Board approval, and verification of licensure (if necessary and applicable).

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.



Athlos Academy
JEFFERSON PARISH

address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

Sincerely,

Keisha Rogers, Executive Director

<u>Markie Kendrick</u>	<u>05/26/2020</u>
Employee Signature	Date
<u>Keisha M. Rogers</u>	<u>5/26/2020</u>
Executive Director	Date