



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

May 12, 2020

Dear Nikisha Thomas,

We are pleased to offer you the position of Office Manager with Athlos Academy of Jefferson Parish commencing on July 1st, 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 224 days as an exempt employee, between your employment commencement date and June 30th, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until June 30th, 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 annual salary of \$39,015. In accordance with its regular payroll schedule, AAJP will pay your salary 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.

#### **BENEFITS**

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

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 and Governing Board approval.



**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

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.

Sincerely,

Keisha Rogers, Executive Director

Unikesha Thomas

5/18/20

Employee Signature

Date

Keisha M. Rogers

5/18/20

Executive Director

Date

Years of applicable experience: 3

Highest level of education: BA