



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

August 2, 2021

Dear Chrissie Fisher-Rollins,

We are pleased to offer you the position of Office Manager with Athlos Academy of Jefferson Parish commencing on August 16, 2021, 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 220 days as an exempt employee, with 190 reporting days remaining between your employment commencement date and June 30, 2022 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until June 30, 2022, 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 \$37,500, prorated to reflect the number of reporting days served from your start date. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods annually.

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 principal 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).



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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 hr@athlosjp.org no later than one week beyond the date noted at the top of this letter.

Sincerely, *

Dr. Jordan Sanchez, Principal of Upper School
Cheryl Martin, Principal of Lower School

C. Sanchez

Employee Signature

08.02.21

Date

[Signature]

Executive Director

12 Aug 21

Date

Years of Experience: 1

Highest Level of Education: High School