



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

August 13, 2021

Dear Tanya Jones,

We are pleased to offer you the position of Custodian with Athlos Academy of Jefferson Parish commencing on August 11, 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 238 days as a non-exempt employee, with 212 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 \$22,437.45, prorated to \$19,986.30, which reflects the above-mentioned remaining reporting days between your start date and reporting calendar end date. You are considered a salaried, non-exempt employee. 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).

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](mailto: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

Janya M. Jones      August 20, 2021  
Employee Signature      Date

[Signature]      20 Aug 2021  
Principal      Date