[ ↑↑ USE “CHANGE PICTURE” under the “Picture Format” Tab in “Header and Footer” to replace with your entity logo.]

**OFFER OF EMPLOYMENT**

[Employee Name]

[Addnress]

[Address]

Social Security number: XXX-XX-9080

Dear [Employee Name],

I am pleased to extend you the offer of the position of Full-Time Maintenance/Custodial Person for [Name of Entity], as set forth herein.

1. This offer of employment is extended, pending the receipt of documentation of three professional references and background screening clearances by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
2. Your employment starting date has been mutually determined [DATE], 2023.
3. The schedule is full-time (40 hours per week), on-site, from 6:30 a.m. to 3:00 p.m. on days when school is in session; and 8:00 a.m. to 4:30 p.m. on days when school is not in session. There may be occasional days of the year when, due to the needs of the school, the start and end times on site at the school may vary.
4. Based on continuous satisfactory performance in the role of Full-Time Maintenance/Custodial Person you will be paid $21 per hour (approximately $1,680 per paycheck) issued on the bi-weekly payroll schedule used by the School.
5. You will be employed on an introductory basis for the first three months of employment, which provides you and [Name of Entity] the opportunity to assess and evaluate the employment relationship. Upon successfully completing the initial requirements, you will be eligible for regular employment status.
6. This letter does not serve as a contract and employment can be terminated at any time by you or [Name of Entity] at will and without notice. However, in order to remain in good standing there is an expectation of providing sufficient notice (see Employee Handbook) in advance should you resign. Continued employment also is contingent upon whether your background and safe environment clearances are current and compliant.
7. Your position is classified as Non-Exempt under the Fair Labor Standards Act; therefore, you will be eligible for overtime pay for hours worked in excess of 40 hours per week. All overtime must be approved in advanced by me. You will document your time through the electronic time-and-attendance system used by the School.
8. As your direct supervisor I will assist you in your orientation to [Name of Entity], its mission, objectives, policies and procedures.
9. Forthcoming is a job description with the expectations regarding your duties and responsibilities.
10. **Philosophy.** It is understood that the mission of the School is to develop and promote a Catholic School Faith Community within the philosophy of the Catholic education as implemented at the School, consistent with the doctrines, laws and norms of the Catholic Church and policies of the Archdiocese of Miami. All duties and responsibilities of the Full-Time Maintenance/Custodial Person shall be performed according to this commitment.
11. **Policies Agreement I.** As an employee of [Name of Entity] you shall be familiar and comply with, the Archdiocese of Miami Employee Handbook, the School Handbook, and the Parent-Student Handbook as they may be adapted or amended from time-to-time. You agree to refer to such documents for information relating to employment, duties, and benefits. You agree to be familiar with, abide by, assist and cooperate with school administration in enforcing the School’s policies for students and families whether outlined in the Parent-Student Handbook, School policies, or other directives and expected practices.

**Paid Time Off Benefits (Sick, Vacation, Holiday)**

1. You are eligible for vacation and sick-time benefits per the Archdiocese of Miami Employee Handbook and Policy.
2. You will accrue a vacation benefit of 10 days per year through your first five years of service, 15 days per year for 5 through 19 years of service, and 20 days for 20 or more years of service.
3. You will have 10 paid holidays and accrue 12 sick leave days per year. Sick days are accrued at the rate of one day per month, and must be used in accordance with the sick-time policy indicated in the Archdiocese of Miami Employee Handbook. They are not to be used as personal days.

**Health Plan and Retirement Benefits**

1. Before or during your first week of employment, you will complete the general New Hire paperwork and receive more information regarding the Archdiocesan-sponsored health plan (effective 30 days after hire), retirement plan and other benefit programs.
2. You will have 30 days from your date of hire to enroll in or opt-out of the Health Plan and the 403(b)-retirement plan. **If you do not enroll in the Health Plan within the first 30 days of your employment, you will have the opportunity to enroll during annual enrollment in 2024**.
3. The Archdiocese of Miami has two retirement plans, the Cash Balance Plan and the 403(b) Defined Contribution Plan.
   1. The Cash Balance Plan is 100% employer funded, and eligibility for a Plan Year credit will depend on the hours you work each Plan year (1,500 if you were hired on or after January 1, 2010; 1,000 or more if you were hired before January 1, 2010).
   2. You are eligible to contribute to the Archdiocese of Miami 403(b) Defined Contribution Retirement Plan and receive an employer match of 50% of the first 6% of salary should you make an elective deferral.

**Policies Agreement II**

1. You represent to the best of your knowledge that you are qualified to perform, and fully capable of performing, all the duties and responsibilities of a Full-Time Maintenance/Custodial Person, consistent with the policies and directives of the Roman Catholic Church, the Archdiocese of Miami, and [Name of Entity]. You agree to render services as required by [Name of Entity] and to be subject at all times to my general authority and supervision. These duties shall be performed in a manner consistent with the laws, theology, philosophy, teachings and doctrines of the Roman Catholic Church and of the Archdiocese of Miami. You agree to act in accordance with the policies of the Archdiocese of Miami and [Name of Entity], as amended from time to time, and any other applicable policies.
2. Except as provided otherwise in written agreements, the employer-employee relationship in the Archdiocese is employment “at will” where either the employer or the employee can terminate the employment relationship at any time, for any reason, with or without notice. That is, this relationship does not imply a guarantee of continued employment; the employment-at-will relationship does not remove an employee’s responsibility to provide adequate notice when resigning employment, in order to remain in good standing. Continued employment also is contingent upon whether your background and safe environment clearances are current.
3. You acknowledge and agree that, during your employment with [Name of Entity] you may have access to and become acquainted with confidential information and practices. You agree that you shall not disclose anything of a confidential nature to anyone unless authorized to do so.
4. All documents, memoranda, reports, files, correspondence, lists and other written, electronic and graphic records affecting or relating to Archdiocesan business that you prepare, use, observe, possess or control shall be and remains the sole property of the Archdiocese and you shall not retain any of these items, except as required in the course of your employment with [Name of Entity]. Your work created during your employment is considered to be “work for hire.”
5. The Archdiocese of Miami operates in accordance with the teachings and doctrines of   the Roman Catholic Church. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity   and act in a manner consistent with the official teachings, doctrines, and laws of the Roman Catholic Church, as set forth in the Catechism of the Catholic Church <https://www.usccb.org/sites/default/files/flipbooks/catechism/> and the policies of the Archdiocese of Miami as set forth in the Administrative Handbook. *Employees will witness by their public behavior, actions and words a life consistent with the teachings of the Catholic Church. All employees should note that, because of the Church’s particular function in society, certain conduct, inconsistent with the teachings of the Catholic Church, could lead to disciplinary action, including termination, even if it occurs outside the normal working day and outside the strict confines of work performed by the employee for the Archdiocese*.

Please indicate your acceptance of this offer by signing and returning this letter and return to me no later than [MONTH DAY], 2023. Your signature indicates that you understand, have read, and are in agreement with the contents of this letter. I am pleased to welcome you to [Name of Entity] and look forward to your joining the team at [Name of Entity].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Entity Administrator (e.g., pastor or principal or ED)]

[Title]

Cc: Personnel file; Bookkeeper/HR Person; Office of Catholic Schools; Office of Human Resources

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_

[Employee Name] Date