 STRIDE Academy Employment Offer Letter

Dear Ahmed Hassan:

STRIDE Academy is pleased to present this offer letter to you. This is an offer of employment to be an at-will employee in the position of a Special Education Paraprofessional at Stride Academy. Below are the terms and conditions of the employment offer.

This position will begin on February 5, 2021.

**Position and Duties:**

1. The position of a Paraprofessional is a 93 duty day non-exempt status under the Fair Labor Standards Act. Regular attendance is an essential function of the job. The job description for the position is enclosed with this letter and identifies additional essential functions of the job. A regular work day will six and a half (6.5) hours in length.
2. The administration has the authority to assign or reassign you at any time to any position for which you are properly qualified.
3. The administration shall have the authority to modify your written job description as it sees fit; to oversee and direct your job performance as it sees fit; and to review your performance as it sees fit.

**Salary:**

You will earn an hourly wage of $16.00 for performing duties as a Special Education Paraprofessional. In accordance with its regular payroll schedule, STRIDE Academy will pay you the hourly wages twice per month, less required withholdings and deductions, according to our pay schedule. The obligation to make such payments shall cease immediately in the event that you resign employment or are terminated for any reason.

PERA **Contributions:**

You will be a member of the PERA system. STRIDE Academy and you will each contribute the amount required by the laws governing PERA. STRIDE Academy’s obligation will immediately cease in the event that you resign your employment or are terminated for any reason.

**Health Insurance:**

Employee is eligible for benefits if working the average number of hours per week based on the designation of STRIDE Academy’s benefit plans. Please see Policy 401 and plan information for details.

**Holidays:**

You will not be expected to work on the following days: Good Friday and Memorial Day

**Paid Time Off:**

You will earn Paid Time Off (“PTO”) at the rate of 6.5 hours for each month of work that is completed, up to a maximum of four (4) days or 26.0 hours. You are not eligible to use PTO until you have completed ninety (90) days of continuous employment. Accrued PTO covers all categories of leave including, but not limited to, personal and sick leave. STRIDE Academy’s Director has the right to deny a request for use of PTO if it is determined that the PTO would disrupt STRIDE Academy’s operation. Accrued PTO must be used before using unpaid time off. Any absences that are in excess of your accrued PTO will be without pay.

You may elect to carry-over up to three (3) days of PTO that was accumulated but not used during the previous year.

STRIDE Academy will pay you the cash value of your accrued PTO if you resign in good standing. To resign in good standing, you must provide STRIDE Academy with written notice of the resignation at least fourteen (14) school days in advance and must return any of STRIDE Academy’s property that is in your possession. Such property must be returned on or before the effective date of the resignation. If STRIDE Academy discharges you for misconduct during the term of this Agreement, you will not be entitled to receive any compensation for any accumulated days of PTO.

**Covenant of Diligence, Good Faith, and Loyalty.**

You agree to perform your job duties diligently, in good faith, and to the best of your ability. You agree to be loyal to the Board, Administrators and to STRIDE Academy. You shall not, directly or indirectly, engage or participate in any action or conduct that conflicts in any respect with the interests of STRIDE Academy, nor shall you engage or participate in any action or conduct that is inconsistent with your duties as a Special Education Paraprofessional, the basic educational mission of STRIDE Academy, or the desired image of STRIDE Academy.

**Employment Status and Termination:**

You are an at-will Special Education Paraprofessional and the Administration may terminate your employment at any time, with or without cause, by providing written notice to you. STRIDE Academy is not required to show cause for termination of your employment. After the effective date of any termination, you are not entitled to receive any form of unearned salary, severance, payment of any insurance premium, or any other employer-paid benefit.

**Resignation:**

As an at-will employee, you may terminate employment with STRIDE Academy at any time by providing the administration with written notice of resignation no less than fourteen (14) school days in advance of the effective date of the resignation. In the event that such notice is given, you must continue to perform your job duties diligently, in good faith, and to the best of your ability until the effective date of the resignation. You must also act in good faith to facilitate the transfer of job duties to a new Special Education Paraprofessional. In the event that you resign and provide less than fourteen school days of advance written notice to STRIDE Academy, you will not be entitled to receive any form of employer-paid benefits.

**Choice of Law and Severability:**

This offer shall be governed by the laws of the State of Minnesota, regardless of whether any change occurs in the Special Education Paraprofessional domicile or status as a resident of Minnesota. If any part of this offer is construed to be in violation of any applicable law, the remaining portions shall remain in full force and effect.

**Entire Offer:**

This offer constitutes the entire offer between the parties relating to the employment of the Special Educational Paraprofessional. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this offer supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. The Special Education Paraprofessional understands and agrees that any handbooks or policies adopted by STRIDE Academy do not create an express or implied contract between STRIDE Academy and the Special Education Paraprofessional. No waiver or modification of any provision of this offer is valid unless it is in writing and signed by both parties.

This Employment Offer is contingent on approval by the STRIDE Academy

Board of Directors.

Accepted and Agreed to by:

Dated: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ahmed Hassan, Signature Print Name

Dated: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Board Member, Signature Print Name

Dated: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administration, Signature Print Name