

Letter of Agreement

Employee pay is dependent on verification of:

Completion of New Hire Documents

Teacher Service Record- applies to Teachers

Educational Aide Certificate- applies to Associate Teachers

*These documents must be turned in no later than 30 days after start date.

*An employees pay may be affected if documents can't be verified.

DISCLAIMER

This is to confirm your employment with the district in the position of

Superintendent

Stipulations for employment that must be met by employee:

RMA Campus *Central Office*

You are scheduled to begin *8/01/2018*
work on

At *8:00 am*

More information about your job duties, daily schedule, and employment benefits will be provided to you when you report to work. The duty schedule and pay information for this position are listed below:

First day of work: *8/01/2018*

Last day of work: *7/31/2019*

Number of Annual Days: *260*

Number of Days this year: *260*

Hours per week: *40 plus*

Leave Status: *Yes*

Years of Experience *n/a*

Pay Step *n/a*

Salary, hourly, or daily: *Salary*

Hourly Rate (for nonexempt
personnel) *n/a*

Yearly Rate: *\$139,000*

Daily Rate (Annualized pay/
annual contract days) *534.61*

Stipend Type

Amount of Stipend:

Stipend Type

Amount of Stipend:

Stipend Type

Amount of Stipend:

Stipend Type

Amount of Stipend:

Total Annual Amount: *\$139,000*

Bi-Monthly Gross Amount *\$5,791.67*

Paychecks will be distributed on a bi-monthly basis over twelve months beginning in

September
15-August 31,
2019

Your employment with the district is on an at-will basis. This means that your employment may be ended at any time by you or the district with or without cause. Your assignment and schedule are also subject to change. We are looking forward to having you join our staff. If our office can be of service to you in any way, please feel free to call us.

For District Use Only

Account Code Percentage: 100%
Fund Code 420
Function Code 41
Expenditure Accounts 6119
Organization 701
PIC 99

Account Code Percentage:
Fund Code
Function Code
Expenditure Accounts
Organization
PIC

For employees hired after the first day of the annual contract. Note: This letter of agreement is not binding until all signatures have been acquired.

HR Director

Signature: _____

Date: _____

Employee Signature

Signature: _____

Date: _____

Director Signature

Signature: _____

Date: _____

Attached Workflow	LOA	
Current Status	Approved	
Workflow Steps	1 Signed by Chrystal Hartman on 08/01/2018 at 7:48 PM	Executive Admin Sec/HR & Business Support Specialist
	Signature: Chrystal Hartman	
	Disclaimer: This letter of agreement is not binding until all signatures have been acquired.	
	2 Signed by Norman Hall on 08/02/2018 at 09:51 AM	Superintendent
	Signature: Norman Hall	
	3 Signed by Chrystal Hartman on 08/02/2018 at 09:54 AM	Executive Admin Sec/HR & Business Support Specialist
	Signature: Chrystal Hartman	
	4 Reviewed by Chrystal Hartman on 08/02/2018 at 09:54 AM	Executive Admin Sec/HR & Business Support Specialist