

Welcome Letter

Date

Name and address

Dear (*name*):

Thank you for your willingness to share your gifts and talents working with the Archdiocese of Seattle and welcome to employment at [PARISH]! This letter confirms your acceptance of our offer of employment as the [POSITION] to begin on [DATE]. Please note, this offer is contingent upon a clear background check, which will be conducted on your first day of work.

The biweekly full-time starting salary for this EXEMPT position is [SALARY]. OR Your starting hourly rate is [HOURLY RATE] for [HOURS PER WEEK]. Your initial hours of work will be _____ am to _____ pm with a ____ minute lunch. This can be modified upon mutual agreement in the future.

The beginning of a new endeavor is always an exciting time, but it is also a time of uncertainty and unknowns. In light of that, I am providing you with the answers to some questions that are frequently asked by new employees.

Location Information

Parish Address:

Parish Phone:

Paydays

Paydays are every other Tuesday, or the working day preceding each of these dates if the parish is scheduled to be closed on the regular payday. For example, if payday falls on New Year's Day, the payday will be the day before, on Monday. A pay date calendar is enclosed.

Time Off Benefits

If you are scheduled for 20 or more hours per week, you are eligible for vacation and sick leave benefits. If you are scheduled for less than 20 hours per week you are eligible to earn 1 hour of sick leave for every 30 hours worked.

******REMOVE SECTION FOR POSITIONS UNDER 30 HOURS PER WEEK******

Benefits

If you work 30 or more hours per week, you will be eligible for Archdiocesan benefits on the first day of the month following your date of hire. Our Benefits Services Office will be in contact with you regarding your benefits enrollment. They will send you information on how to enroll in your benefits online at www.SeattleArchBenefits.HRinTouch.com. Enclosed is a brochure outlining the many benefits we offer here at the parish.

Employment Policies

Enclosed is a copy of the employee handbook, *Parish Human Resources Policies*. Please take the time to read it, and sign the enclosed Personnel Policies Agreement Form and bring that with you on your first day. In addition to on-the-job training from your office, you will be scheduled for a New Employee Orientation, which will take place on your first day.

Unemployment Insurance:

The Archdiocese of Seattle does participate in Washington State Unemployment Insurance.

Safe Environment Program

A condition of your employment is compliance with the Safe Environment Office. Since you have been working in an interim capacity, you are already cleared for safe environment.

Paperwork to bring on your first day:

1. One original copy of this letter with your signature.
2. Direct Deposit Authorization and voided check
3. Emergency Contact Information
4. W-4
5. Form I-9 (Employment Eligibility Verification) - Proof of citizenship or, if you are not a U.S. citizen, proof of eligibility to work in the U.S. Please complete the highlighted section of the attached Form I-9 and bring acceptable documents as indicated on the back of the form.
6. Signed Job Description
7. Personnel Policies Agreement Form

Please sign this letter below and return to me, or you may prefer to bring this with you on your first day of work. Please feel free to call me at [PHONE NUMBER] if you have any questions. I look forward to working with you.

Sincerely yours,

Supervisor

Enclosures

I understand that the terms of my employment are subject to existing Archdiocesan policies and guidelines which cannot be superseded except by signed and authorized documentation from a qualified representative of the Archdiocese of Seattle.

Employee Name

(Please sign and date)