



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 and reference checks, which will be conducted before 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.

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.

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. You will receive an invitation to enroll in benefits through our HR Portal, Paycom after your first day. Our Integrated Payroll Benefits Services team is available if you have any questions regarding benefit enrollment and elections.

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.

Safe Environment Program

A condition of your employment is compliance with the Safe Environment Office.

1. If you are completely new to the Archdiocese of Seattle, please go to the Safe Environment Program Database, Virtus, at <http://www.virtus.org/virtus/> and register as a new user. You will automatically be prompted to fill out information for a criminal background check. *All offers of employment are contingent on passing the background check.* You will also be prompted to read and sign off on safe environment policies as well as registering for a *Protecting God's Children for Adults* class. You will have 30 days from your first day of employment to take this class.
2. You will be required to take an online renewal course every three years at the same time your Background Check is renewed. VIRTUS will notify you by email when it is time to take your renewal.

Paperwork to bring on your first day:

1. Proof of citizenship or, if you are not a U.S. citizen, proof of eligibility to work in the U.S.

Please sign this letter below indicating your acceptance of the offer.

Sincerely,

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)