



Today's Date

Applicant's Name

Applicant's Address Line 1

Applicant's Address Line 2

Dear Applicant's First Name:

It is our pleasure to confirm our offer of your employment with INSPIRE, the Idaho Connections Academy, for the position of Secondary Teacher. Your annual base salary will be \$Starting salary paid semi-monthly on a twelve (12) month payment cycle, beginning on Date of Hire, and you will be eligible for a pro-rated salary review at the conclusion of each school year. If your start date is after the first teacher work day based on the teacher calendar, your annual salary will be pro-rated. You will report to our office in Boise, Idaho. Your work schedule will be approximately 10 months and is based on the INSPIRE, the Idaho Connections Academy Teacher Calendar (adjusted annually). You are also eligible for a pro-rated bonus opportunity of 4% of base pay under terms outlined in the Employee Handbook, but based on individual performance, the academic and financial performance of the school, and your commitment to return the following school year. Employees hired on or after April 1<sup>st</sup> will not be eligible for participation in the current school year's Incentive Compensation Plan. If eligible, Teachers will receive their bonus when they return the following year per the policy outlined in the employee handbook. Teachers who opt not to return the following school year and alert their principal of that decision prior to April 1<sup>st</sup> will be eligible for 50% of their pro-rated bonus.

This position is classified as regular, full-time exempt, for wage and hour purposes and you will report to the INSPIRE, the Idaho Connections Academy School Principal. As a full-time employee, you will be eligible to participate in our employee benefits program on the first day of the month following thirty (30) days of employment. This position requires participation in the Idaho State Retirement System based on state regulations.

Our offer is contingent upon final Board approval, satisfactory reference and background checks, if applicable, receipt of your valid teaching certificate, and receipt of all company documents, agreements, and acknowledgements. In accordance with the requirements set forth in the Immigration and Control Act of 1986, you must also submit documents certifying your right to work in the United States. You will be required to sign our Work Product Ownership and Non-Disclosure Agreement. You are also subject to a background check and the terms and conditions contained in the Employee Handbook.

Your employment with INSPIRE, the Idaho Connections Academy is on an "at will" basis, which means that either you or INSPIRE, the Idaho Connections Academy can terminate your employment at any time with or without cause.

We are looking forward to working with you. If you have any unanswered questions or if there is any way we can help you further, please do not hesitate to call. Please signify your acceptance of this offer by signing below.

Sincerely,

Marcia G. Moore  
President – Board of Trustees  
INSPIRE, the Idaho Connections Academy

Acknowledgement of Acceptance:

Signature \_\_\_\_\_

Date \_\_\_\_\_