



# Bluffview Montessori School

Alison Butterfield  
306 Cypress Circle  
Holmen WI, 54636

**Date of Offer – 1/24/20**

## **Offer of Employment Letter**

Dear Alison,

I am pleased to offer you the position of Special Education Teacher long term substitute at Bluffview Montessori School effective as of January 27, 2020. **A job description for the position is attached.**

### **Employment Relationship**

The position is a full-time (1.0), exempt at-will employment position. This position is that of a long-term substitute, and as such will end on either the last scheduled staff day of SY 2019-2020 or upon the primary teachers full time return.

Your employment as an at-will employee means you have the right to terminate the employment relationship at any time with or without cause, and that Bluffview Montessori School retains the same right to terminate the employment relationship at any time with or without cause.

### **Compensation**

Your starting salary will be \$12,487.68 and will be paid semi-monthly commencing on the 15<sup>th</sup> day of February.

Future adjustments to compensation shall be in accordance with the personnel policies and finances of the school.

### **Benefits**

Bluffview Montessori School, as the employer, has the right to reassign employees to meet the needs of the school.

Your eligibility to participate in the employee benefit programs are governed by the terms and conditions of those benefit programs that may be offered by Bluffview Montessori School. The benefit programs that exist as of the date of this offer are:

	Employee Responsibility	Employer Contribution
Cash in Lieu of Benefits	N/A	\$1344.00
Life Insurance	N/A	100%
Long Term Disability	N/A	100%
TRA	7.5% deduction	7.92% contribution
Federal & State Taxes	Federal & State Withholding	Federal & State Withholding

\* Additional voluntary benefits may be available to the employee and the employee is responsible for 100% of the cost

**Non-monetary Benefits:**

Paid Leave Time up to 46 hours per academic year.

When the Bluffview Montessori Board of Directors makes changes in personnel policies or benefit programs or there are changes in the terms of the benefits, you shall be notified in writing before the effective date of those changes.

**Conditions of the Employment Offer**

This offer of employment is contingent on:

- 1] Satisfactory results of a criminal background check that fulfills the requirements of Minnesota State Law and school policy.
- 2] Presentation to school authorities of a current and appropriate Minnesota license required for the position offered in this Offer of Employment, and a check of that license with the appropriate licensing authority for any adverse action affecting your license.
- 3] Presentation of a complete and accurate I-9 Form and required documentation that establishes your identity and your legal status to work in the United States.
- 4] This Offer of Employment must be signed and returned by February 24, 2020. Failure to do so by the date stated, invalidates the Offer of Employment.

Your acceptance of this Offer of Employment means that you will report for the position on January 27, 2020.

If you have any questions about this Offer of Employment, or the terms and policies related to this employment, please contact, Henry Schantzen at 507-452-2807 or [hschantzen@bluffviewmontessori.org](mailto:hschantzen@bluffviewmontessori.org).

Sincerely,

Henry Schantzen  
Head of School

Ann Marie Dunbar  
Board Chair

**Official Acceptance of Employment Offer**

I, \_\_\_\_\_, accept this Offer of Employment and acknowledge and agree to the terms and conditions of employment stated in this offer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date