



Bluffview Montessori School

Victoria Rico
1621 Homer Rd.
Winona, MN 55987

Date of Offer – October 15, 2019

Offer of Employment Letter

Dear Victoria,

I am pleased to offer you the position of Transition Assistant at Bluffview Montessori School effective as of October 15, 2019. **A job description for the position is attached.**

Employment Relationship

The position is a .23 FTE non-exempt, at-will employment position.

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

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 \$2467.13 and will be paid semi-monthly commencing on the 15th day of November, 2019.

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

Benefits

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
PERA	6.5% deduction	7.5% 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:

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 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.
- 3] This Offer of Employment must be signed and returned by November 15, 2019. 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 October 28, 2019.

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.

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