

Letter of Appointment

This is to certify that _____ is appointed to the position of _____ . The job description for this position is enclosed. The position of _____ is considered an exempt / non-exempt position. (Circle one) Non- exempt positions will be entitled to time and a half pay for work performed over forty (40) hours per week.

Employee _____ will begin on _____. The salary for this position is \$ _____ and is classified as _____. The following benefits will be offered:

- Health Insurance
- Life Insurance
- Optional Dental Insurance
- Pension Benefits
- Leave Days
- Vacation Days
- Sick Days
- Personal Days

In accordance with the Parish Personnel Policy Manual there will be an introductory period, which will conclude on _____. During this introductory period, if either or both the employee or St. Elizabeth Ann Seton finds the employment unsatisfactory, then there is no guarantee of further employment. If _____ successfully completes the introductory period, then the above starting date will be used to determine benefit eligibility.

Employee

Supervisor

cc: Pastor
Office Coordinator
Bookkeeper