# DONNELLY COLLEGE

Established 1949

Date

Name
Address

Dear XXX,

I am delighted to formally extend to you this offer of employment and am pleased that you will become a valued member of our team. You are being offered the position of XXXX, beginning on XXXX. Your compensation will be $XXXX annually paid according to the Donnelly College payroll calendar. Please understand that your offer of employment is contingent upon the satisfactory outcome of a personal background check.

Maintaining a positive work environment, and promoting a workplace free from discrimination and harassment, supports the academic mission of the college by ensuring all members of our community can contribute to their fullest potential. As a result, and as a condition of employment, you will be required to receive training on workplace harassment and sexual misconduct. As a Donnelly College employee, you are also required to complete VIRTUS training regarding the protection of students through the Archdiocese of Kansas City in Kansas. More information will be coming to you via email, after you begin your job.

Full-time employees are eligible for several benefits, and it is suggested you meet with Patty Dickinson, in Human Resources, after you begin employment, to begin the process of benefit enrollment. Benefit enrollment must take place within 30 days of your first day of work. Benefits will begin after a full month of employment on the first of the next month.

Kansas is an at-will employment state. At-will employment will be in effect with your job, as with all jobs at Donnelly, notwithstanding any changes in your position, title, compensation or other terms or conditions of your employment with the College, unless a written employment contract is entered into by an authorized Donnelly College representative.

If you understand these terms, and accept our offer of employment, please sign, and return a copy of this letter. You may contact me if you have any questions or require additional information. My direct phone number is 913-621-XXX and my email is XXX@donnelly.edu.

Sincerely,

NAME

POSITION

608 North 18th Street, Kansas City, Kansas 66102 | PH: (913) 621-8700 | FAX: (913) 621-8719 | www.donnelly.edu

# Logo  Description automatically generated with medium confidenceDONNELLY COLLEGE

Established. 1949

I have read and understand the above-referenced terms and conditions of employment and hereby accept Donnelly College's offer of employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

cc: Personnel File

608 North 18th Street, Kansas City; Kansas 66102 PH: (913) 621-87() () | FAX: (913) 621-8719 | www.donnelly.edu