# DONNELLY COLLEGE

Established 1949

Date

Name
Address

Dear XXX,

I am delighted to formally extend to you this offer of employment and am excited 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 (or $XXX hourly) paid according to the biweekly Donnelly College payroll calendar. This position is a full-time exempt, salary (or non-exempt, hourly) position.

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 Title IX and FERPA training on workplace harassment, misconduct and the privacy of educational records. You are also required to complete VIRTUS safe environment training through the Archdiocese of Kansas City in Kansas. You will receive emails with training instructions on Title IX, FERPA and VIRTUS after you begin employment.

(For full time employees only)
Full time employees are eligible for several benefits, and it is suggested you meet with Patty Dickinson, in Human Resources Rm 308, to begin the process of benefit enrollment within your first two weeks of employment. Benefit enrollment must take place within 30 days of your first day of work.

Your employment will be subject to Donnelly college policies and procedures as outlined in the Employee Handbook, available on-line. Kansas is an at-will employment state, meaning your employment can end due to any non-discriminatory reason 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 referenced terms and conditions of employment in this offer letter 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