

**LETTER OF EMPLOYMENT
FOR NON-CONTRACT EMPLOYEES**

Dear _____:

This letter confirms that you will be employed by _____
(Employer – Parish or Multi-Parish Institution)

Commencing on _____ as _____
(Date) (1st Date of Service) (Title)

Your duties have already been discussed with you, but are more completely described in the attached job description.

For your services, you will be paid an hourly wage of \$ _____ (or) a salary based upon a pro-rated annualized basis of _____. The wage or salary may be adjusted by the employer with advance notice to the employee. The employer issues paychecks

monthly, twice a month, every two weeks, weekly.

As a full-time or part-time employee you may be eligible to participate in the following fringe benefit programs as those programs may be changed from time to time and **if you otherwise meet the eligibility requirements of those programs.** A separate written application or waiver by the employee is required for hospital/medical, dental and life insurance programs. As to the individual’s eligibility, coverage and effective date of employee’s participation in the diocesan-wide administered fringe benefit program, only St. Ambrose Financial Services, Inc. is entitled to bind the employee.

As an employee you are subject to the rules, regulations and policies of the employer and the Diocese of La Crosse, as those rules, regulations and policies may be changed from time to time.

This letter is to detail for you some of the terms and conditions of your employment. All employees who are employed in your job classification are employees at will. Therefore, nothing contained in this letter, either expressed or implied, is intended to create an employment contract.

If you have any questions regarding your employment at any time, please do not hesitate to inquire.

Very truly yours,

Pastor’s or School Administrator’s Signature Date

I have read and received a copy of this letter:

Employee’s Signature Date

Beware:

- 1) List only date start employment – DO NOT list a date to end employment. (Otherwise you will create a contract for a term.)
- 2) Do not add statements to this form or create your own form without consulting with St. Ambrose Financial Services, Inc.
- 3) The form may be used by parishes and schools for non-contract employees.