

Attachment B



Opportunities For Learning
Public Charter Schools

EMS

DATE

Memo to: Name
From: OFL – CHARTER, LLC
Re: Offer of Employment

We are very pleased to offer you employment as a Temporary Summer Teacher at SCHOOL LOCATION with OFL – CHARTER, LLC. This offer is contingent on: 1) accepting the terms specified by signing and returning this document; 2) execution of mutual agreement to mediate and/or arbitrate; 3) presenting EMS proper documents, including but not limited to, a confidentiality agreement, clearance of live scan and negative Tuberculosis test results through the SCHOOL DISTRICT, and this signed acknowledgement of at-will employment; 4) eligibility to work in the United States as required by law; 5) attendance of any assigned orientation and training days; 6) accepting the duties of the position, which includes grading all student work samples, signing all summer school paperwork required and confirming all OFL paperwork is completed accurately by you and your students.

This memo summarizes the offer in writing. Please acknowledge your acceptance by signing this memo and returning it to Human Resources at your New Hire Orientation.

1. Your starting pay rate will be \$XX.XX an hour. The summer session starts on July X to July XX, 2019 at SCHOOL LOCATION. You are expected to work all school sessions Monday through Friday for 6 hours a day, unless otherwise modified by the Company supervisor, Jacob Kaaekuahiwi. Any overtime must be pre-approved by the company supervisor, Jacob Kaaekuahiwi. The ESTIMATED annual work-time for this temporary assignment is 120 hours.
2. California Code of Regulations Title 5 Section 11704 defines a full time certificated employee as an employee required to work a six-hour day and 175 days per fiscal year, which equals 1050 hours on an annual basis. The full-time equivalency of this position shall be calculated on a proportionate basis of the hours required to be worked for this position annually compared to the statutory hours defined above, and to the extent the position requires up to and including 1050 hours of work-time on an annual basis, shall be considered to be up to a 1.0 full time equivalent certificated employee for the purpose of calculating the ratio of average daily attendance for independent study pupil's 18 years of age or less.



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3. ******This position requires a valid California state teaching credential for secondary (or elementary) education.** A copy of your credential or completed enrollment packet for an emergency permit should be given to OFL – CHARTER, LLC on or prior to your first day of employment or verification of your current credential must occur before your first day of employment. *****Failure to provide proper documentation of a credential or emergency permit before the first scheduled work day may cause a delay in the final hiring process or denial of hire.** It is your responsibility as a California educator to see that your credential is updated as needed, and provided to the Human Resources Department or OFL – CHARTER, LLC before the expiration date of your credential/permit. If you have any questions regarding required teaching credentials please call Human Resources at (626) 921-8200 prior to your first day of employment.
4. You may be required to drive your own vehicle in the performance of your job and you must furnish a valid California driver's license and proof of current insurance when asked to do so at the New Hire Orientation, and as requested during your employment with OFL – CHARTER, LLC.
5. Because the company is required to verify your ability to work in the United States by federal law, please bring with you two forms of identification to orientation. One form of identification should have a photograph (i.e. driver's license, passport). The other should evidence your right to work in this country (i.e. passport, social security card, birth certificate, INS employment authorization document). For more information on accepted forms of identification, please visit <http://www.uscis.gov/files/form/i-9.pdf>.
6. Employment at OFL – CHARTER, LLC is at-will, and with the mutual consent of you and the company. Consequently, both you and the company have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at-will agreement constitutes the entire agreement between you and the company on the subject of termination and it supersedes all prior agreements. Although other company policies and procedures may change from time to time, this employment at will agreement will remain in effect throughout your employment with the company unless it is specifically modified by an express written agreement signed by you and the President of the company. This employment at will relationship may not be modified by any oral or implied agreement.
7. Any information whether written, printed, graphic or electronically recorded, furnished, made available or accessed by OFL – CHARTER, LLC for your use is the sole property of OFL – CHARTER, LLC and constitute trade secrets which are also proprietary and confidential information. This trade secret and confidential proprietary information includes, but is not limited to, student lists, teaching materials, student accounting documents and information concerning the company's employees, services, business, techniques, methods, finances and operations. You will keep this trade secret and



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proprietary and confidential information in the strictest confidence and will not use or disclose it by any means directly or indirectly, during or after your employment and with OFL – CHARTER, LLC, to any person, except with OFL – CHARTER, LLC prior written approval.

8. To protect company trade secrets, while employed by the company, for a period of two years following the termination of your employment, you will not use or rely on trade secret or confidential proprietary information and/or call on, solicit, or enroll any students of the company, or students who could potentially be served by the company, that you become aware of as a result of performing services for the company.
9. Any company property provided to you, such as computers, monitors, FAX machines, unused or used educational materials, training materials, data in any form, documents, files, manuals, keys, equipment, supplies or other company property must be returned to the company immediately upon request and you will agree to sign an authorization for deduction upon termination of employment. Any unaccounted for items will be deducted from your final paycheck, if such items have been willfully retained, or lost or destroyed through gross negligence. The amount of deduction will be based upon the then current depreciated value of the company property.
10. You understand that you are subject to all policies and procedures and will comply with all policies and procedures. The company handbook can be found online at <http://web.emsofl.com/weblink/EmployeeHandbook2015-OFL.pdf>
11. You understand that you will not during employment or anytime thereafter solicit or attempt to solicit any OFL – CHARTER, LLC employees to engage in any activity or to become employed elsewhere, which is in conflict with or contrary to the business interests of OFL – CHARTER, LLC.
12. You understand that you will not engage in any activity that is in conflict of interest of OFL – CHARTER, LLC or its interests.

Please call Human Resources at (626) 921-8200 if you have any questions or need additional information.

ACCEPTED:



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Employee Signature

Employee Name (Please Print)

Date

Attachment C

District Teacher Information



Opportunities For Learning



1. Last Name *

2. First Name *

3. Nickname or Alias

4. Academic School Year Site *

5. Summer School Assignment *

6. Course (s) Assignment *

7. Number of sessions being taught *

8. Phone Number *

10. Confirmed *

Please indicate teacher hiring status
Mark only one oval.

- ☐ Yes
☐ No

11. Notes

If this form is being submitted to replace a teacher please include the previous teacher's name.

Attachment D

COURSE CONTRACT

(Grades 7-12)

Student:	Course:
Teacher:	Course number:
Grade:	Credits to be earned upon completion:

The student will complete the course as outlined in the approved course description and activity guide for each unit of study and/or the appropriate State content standards. Monthly assignments with due dates will be made at student-teacher meetings and recorded on the Regular Work Assignments or the Learning Record.

Major objectives:

The content will focus on the development of the United States during the 20th century. This course will enable students to understand the chronological flow of events, the dynamics of change, and the critical links between the past and the present in the United States.

Method of Study (assigned activities)

Writing prompts, notebook of assignments, group activities, independent reading, worksheets/assignments, individual & group research projects.

Method of evaluation:

1. Class Assignments: writing prompts, group activities, independent assignments, and notebook checks
2. Homework: Essays, Projects, worksheets
3. Section Quizzes & Unit Exams
4. Final Exam

Materials and / or Resources needed for completion:

The Americans CA Edition, McDougal Littell 2006

We have read the terms of this contract and agree to all the conditions set forth. Any violation of this contract may result in renegotiation and/or an evaluation to determine the student's ability to continue in Independent Study.

Student signature: _____

Teacher signature: _____