

07/13/2024

Memo to: Melissa McNeil
From: Pathways in Education - West Ada, Inc
Re: Offer of Employment

We are very pleased to offer you Regular Full time employment as a Teacher with Pathways in Education - West Ada, Inc (the "Company"). This offer is contingent on: 1) accepting, signing and returning this document; 2) results of your background checks; 3) presenting proper documents, including but not limited to, a signed confidentiality agreement, clearance of live scan, and signed acknowledgment of at-will employment; and 4) execution of a mutual agreement to mediate and/or arbitrate; and 5) as well as showing eligibility to work in the United States as required by law.

This memo summarizes the offer in writing. Please acknowledge your review, understanding, and voluntary acceptance of this offer of employment by signing this memo and returning it to Human Resources at or prior to your New Hire Orientation.

Your starting rate will be \$2,192.31 bi-weekly .

You are scheduled to start work on 07/13/2024 at the Company office for your New Hire Orientation. Please refer to e-mail for Onboarding details. Normal business operating hours are Monday to Friday 8:00 AM to 5:00 PM, however your work schedule will be dictated by your direct supervisor, Leslie Lehnertz..

However, as an exempt employee, you are expected to work the hours that are required to complete your work assignments.

You may be required to drive your own vehicle in the performance of your job and you must furnish a valid 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 the Company.

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>.

Employment at the Company is at-will for no specified time duration, 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 other conduct, statement, or oral or implied agreement.

Any information involving or relating to the Company whether written, printed, graphic or electronically recorded, furnished, stored, provided or made available or accessed by the Company for your use is the sole property of the Company 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, correspondence, records, passwords, and information concerning the Company's employees,

services, business, techniques, methods, activities, plans, agreements, finances and operations. You will keep all such trade secret and 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 ends with the Company to any person, except with the Company prior written approval and only for authorized Company purposes.

All of the Company's confidential information of which you have knowledge or to which you have access constitutes the exclusive property of the Company at all times both during and after your employment. You shall not, directly or indirectly, disclose or use any confidential information other than for the sole benefit of the Company, either during your employment or at any time thereafter, without the prior written consent of the Company, except to the extent that such use or disclosure is made by reason of your authorized job responsibilities. For the purposes of this section, "confidential information" shall include all information, data, or knowledge regarding the Company, its operations, employees, students, parents, contractors, or vendors not known generally to the public, including, but not limited to, research and development, trade secrets, proprietary information, existing or proposed computer or education programs, purchases, sales, student identifying information, financial and marketing information, lesson plans, business plans, fundraising strategies, or benefits information. Nothing in this Agreement prevents you from discussing or disclosing information about unlawful acts in the workplace such as harassment or discrimination or any other conduct that you have reason to believe is unlawful.

Any Company property including computers, monitors, FAX machines, unused or used educational materials, training materials, data in any form, documents, correspondence, messages, e-mails, notes, files, manuals, keys, equipment, supplies or other Company property, whether provided to you or created by you or others, must be returned to the Company immediately upon request or upon termination of employment. Materials developed by you for purposes of your employment are also the property of the Company and must likewise be returned. Any unaccounted for items will be deducted from your final paycheck, if such items have been retained, or lost or destroyed through dishonest or willful act by you or your gross negligence. The amount of deduction will be based upon the then current depreciated value of the company property.

You are subject to all Company policies and procedures, including but not limited to the provisions in the Employee Handbook, and will comply with all Company policies and procedures and conduct standards.

During your employment with the Company, you will not render services of a similar nature to any other person or organization without providing prior written notification to the Company. You shall inform the Company in writing if you accept outside employment of any kind, whether paid or unpaid, or if you have a financial interest in any entity with whom the Company does or proposes to do business. Such notice shall include written assurances that your outside employment or financial interest shall not interfere with your job duties, Company responsibilities or expectations. The Company will then determine if a potential or actual conflict of interest exists.

Please call Human Resources at (626) 788-1060 if you have any questions or need additional information.