

**LEWISTON-ALTURA SCHOOL DISTRICT**  
**AT-WILL EMPLOYEE LETTER OF ASSIGNMENT**  
**2022-2024**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Britney Sula

Position: Community Education Youth and Adult Programs Coordinator

State Job Match: #252

**PAYROLL INFORMATION**

**Salary:** The ~~2022-23~~ base salary will be ~~\$21.50~~ \$21.93 per hour which is equivalent to ~~\$8944.00~~ \$9122.88 on an annual basis, and the 2023-2024 base salary will be \$22.37 per hour which is equivalent to \$9305.92 on an annual basis. ~~Wage are~~ is subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

**Hours of Service and Duty Year:** The hours worked by the Employee will be 416 hours per year.

**Annualized Pay:** Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

**Pay Deductions:** Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

**DURATION**

This Agreement shall remain in full force and effect for a period commencing July 1, ~~2021-2022~~ and ending June 30, ~~2022~~2024.

This Agreement with the Lewiston -Altura Employee Handbook constitutes the full and complete Agreement between the School District and the Employee.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as follows:

Employee’s Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lewiston – Altura School District 857**

Superintendent’s Signature: \_\_\_\_\_ DATE: \_\_\_\_\_