

GRACE LUTHERAN CHURCH  
1730 Old Hudson Road  
St. Paul, MN 55106

DATE: January 19, 2010

TO: [REDACTED]

SUBJECT: Employment Status Change

Effective February 1, 2010, following your voluntary retirement from your previous full-time administrative assistant position on January 31, 2010, your employment status is changed from full-time to part-time-casual. The terms of this offer of continued employment are as follows:

1. The hourly pay rate for this position will be \$ [REDACTED]. Payment for any hours worked less deductions for social security, Medicare and income taxes, will be paid twice monthly on the working day closest to the 15<sup>th</sup> and last day of each month.
2. No paid sick leave, vacation leave, holiday pay, health insurance benefits, ELCA pension or any other employee benefits for this position shall be paid other than required social security and Medicare taxes.
3. Your working hours in February, 2010, will be as needed and requested for the primary purpose of completing the training or assisting the new Administrative Assistant with her job duties as stated in the job description. Your working hours in an assisting role thereafter will be when requested and as you remain willing to provide them.
4. Reimbursement for use of personal vehicle for church business travel purposes excluding commuting, when previously approved by the Pastor in charge of administration or the Business Management Committee Chairperson, will be at the existing Federal standard business mileage rate per mile.
5. Your part-time-casual status in this position is classified as "Non-Exempt."
6. Supervision for your position will be as stated in the Administrative Assistant Job Description.

If the terms of this status change are acceptable, please acknowledge your written acceptance by signing and returning one copy of this letter in the space provided below.

We are pleased you will at least temporarily even if on a limited basis, be continuing the ministry with us that Grace Lutheran Church provides and we thank you for remaining with us.

Sincerely,

Sue Atneosen  
Church Council President

***I hereby accept this employment status change as outlined.***

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)