



08/09/2024

Union Gospel Mission - Tarrant County  
1321 E Lancaster

Fort Worth, TX 76102

Spencer Durrett  
8825 Interstate 35W  
Alvarado, Johnson County, TX 76009  
United States

Dear Spencer:

On behalf of UGM-TC, I am pleased to offer you employment in the position of Cook/Food Truck. Your start date will be 08/26/2024 or such other date upon which we shall mutually agree. You will report to Brandon Anderson, Food Truck Manager in the Food Services and will work at the Mission campus.

As a non-exempt employee of UGM-TC, your hourly rate for this position will be \$22.00, payable weekly in accordance with UGM's standard payroll practices, and subject to any deductions permitted under law.

As a regular, full-time, non-exempt employee, you are expected to work an average of 40 hours per week and will be eligible for overtime pay. You will be granted 24 hours of PTO during your first 90 days of employment. Additional PTO will be accrued at a rate of 2.42 hours each pay cycle in which 30 or more hours are worked.

In addition, you are eligible to participate in the company's benefits plans and programs in accordance with our company policy, and subject to the terms and conditions set forth in the benefit programs themselves. Please refer to the benefits summary plan descriptions for further information. UGM reserves the right to modify, add to or eliminate any employment benefits offered.

Other terms and guidelines relating to your employment are set forth in our employee handbook, which is provided in your onboarding protocol and accessible in ADP upon hire.

This offer of employment is contingent upon:

- The successful completion of a background check;
- The successful completion of a drug screening test;
- Satisfactory reference checks;

- Providing, upon your first day of employment, satisfactory proof of identity and legal authorization to work in the United States, and your completion of an Employment Eligibility Verification Form I-9. Enclosed, you will find a form outlining suitable forms of identification for submission.

Union Gospel Mission - TC is an at-will employer. This means that both you and UGM reserve the right to terminate the employment relationship at any time for any reason with or without notice. This letter serves only to confirm our offer of employment and does not constitute a contract of employment.

If you agree with the terms of this offer of employment, please sign this letter in the designated space below and return it to our People Team. We look forward to your acceptance of our offer. If you should have any questions regarding this offer, please contact Debbie Liles.

You will receive additional emails providing instructions for screenings and requesting personal information, shirt size, and a headshot to complete your new hire paperwork within 24 hours. Please be looking for these emails and react quickly to prevent potential delays in the hiring process.

Again, welcome to Union Gospel Mission - Tarrant County.

Sincerely,

Debbie Liles

Accepted and Agreed

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(Candidate Name)

.....  
(Candidate Signature)

.....  
(Date)

<b>Candidate Response</b>	
<b>Signature</b>	
Offer Status:	Offer Accepted
Signer Name/Initials:	Spencer Durrett
Login Id:	Spencethechef89@gmail.com
Date Electronically Signed:	August 12, 2024 at 7:59:13 PM EDT
Electronic Signature captured and verified by 	