



08/21/2025

Justin O'hara

Dear Justin

I am pleased to confirm the employment offer to you for the position of Technical Lead with CRS Temporary Housing. This offer is contingent upon your proof of authorization to work in the United States, successful results of a background investigation, and your acceptance in signing our Company Confidentiality Agreement.

Your start date will be 09/15/2025. This is when you will complete your new hire paperwork and when we will further introduce you to CRS. Please review the attached [List of Acceptable Documents](#) (from the USCIS Form I-9.) Please bring original documents for verification of identification and eligibility to work in the United States on your first day.

Your work schedule for the first part of new hire training will be 8:00 AM – 4:30 PM. The specific schedule for your position (during and after training) will be communicated by your Manager in the near future.

This is a full-time salaried exempt position. As an exempt employee, you will not be eligible for overtime pay for working over 40 hours in a workweek. Additional hours beyond your regular work schedule may be required on occasion by the nature of your work assignments, as job duties demand. This position has an annual rate of \$142,500.00, which equates to approximately 5,937.50 per semi-monthly pay period. Your salary may be pro-rated for any pay period if not working (or using paid time off) for all days in the pay period. Additionally, you may be eligible for a discretionary annual bonus based on Company performance.

Your wages will be subject to required payroll withholdings and other deductions, and paid on the Company's normal payroll schedule. CRS employees are paid on a semi-monthly cycle with pay dates on the 20<sup>th</sup> of the month (for time worked between the 1<sup>st</sup> and the 15<sup>th</sup>) and on the 5<sup>th</sup> of the following month (for time worked between the 16<sup>th</sup> and the last day of the month.) Our company uses payroll direct deposit through the Paycom HR system. You will receive an email invitation to begin the Paycom onboarding process. Please complete all steps and sign up for direct deposit by entering your bank information (routing number and account number) in order to be ready for the first day.

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CRS offers full-time employees the opportunity to participate in benefits including Medical, Dental, Vision, and supplemental insurance beginning the first of the month following your hire date. Details will be provided to you on your first day of work. You will have an initial enrollment period of up to 30 days to complete your benefit enrollment.

You are eligible to participate in CRS's 401(k) retirement savings program with a company match, subject to the program's terms and conditions. Participation in this program begins the month following your hire date. Our program includes an auto-enrollment of 4% of your gross pay, but you may elect to contribute a different amount, or you may elect not to contribute any amount.

CRS provides Paid Time Off (PTO) and Paid Sick Leave (PSL) to eligible employees based on an accrual method. Full-time employees with more than 90 days of service are eligible for PTO accruals each pay period. Full-time and part-time employees receive PSL, which employees may use after 90 days of service. Additionally, we have 8 paid holidays for full-time employees.

We look forward to having you join our company. Our employment relationship is considered "at will employment" and may be terminated by either you or the Company at any time, with or without cause, and with or without prior notice.

If you have any questions, please contact me at +1 (602) 540-4302, or via e-mail [dgross@crsth.com](mailto:dgross@crsth.com).

Congratulations on your new position, we look forward to having you on our team!

Sincerely,

Dave Gross

Talent Acquisition Specialist

**Please click "Accept" below and you will be prompted to type your name/signature for acceptance of this offer. Then please save and submit.**

*Justin O'hara*

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