



04/14/2025

Shawn Kyne
851 North Boulevard
Universal City, TX 78148

Dear Sadler,

We're so excited to extend an offer to you for the Part time C1921 - CSR I position.

We only hire the best and we know you'll be an excellent addition to our Safelite family. Here at Safelite, we put people first, and we have a unique and caring culture. You'll join a group of collaborative and energetic people who won't hesitate to have your back. This isn't just a job, it's a career... a life. And we're committed to helping you grow and succeed. So, if you accept, we're pretty sure that this will be the best place you'll ever work.

What you need to know

- Your work location address is: Remote
- Your anticipated start date is: 5 May 2025
- Your weekly schedule/shift information is: **MTWSa 12:00 PM - 07:00 PM EST**
- Your scheduled weekly hours: 28 hours per/week
- Training is scheduled from May 5th - May 23rd, 2025
- Your training schedule will be Monday - Friday from 9:00 AM - 4:00 PM EST
- **Note:** Anticipated start dates are subject to change pending preemployment screenings, orientation/onboarding scheduling, and the needs of the business.
- **Note:** Remote work is only available in certain states. If you move to another state prior to the start of training, please contact your Recruiter.

What you get

- **Base Pay:** \$16.50 USD per hour, less applicable taxes and withholdings, paid weekly.
- **Merit Increases:** your performance will be reviewed annually, which may include a merit-based increase. Associates joining Safelite between Oct. 1 - Dec. 31 will not be eligible until the following merit cycle.
- **Benefits:** A suite of health, wealth, life and legal benefits are available to eligible associates. Eligibility, plan details, costs, and terms are available at safelitebenefits.com.
- **Incentive Compensation (IC):** You're eligible for our Pay4Performance bonus program with an annual target of 5% of your eligible earnings, less applicable taxes and withholdings, paid annually. Associates joining Safelite between Oct. 1 - Dec. 31 will not be eligible for an incentive compensation payout until the following performance cycle. Exact terms and additional details may be provided by your leader.

What legal wants us to tell you

By accepting this offer, you agree to comply with all of Safelite's policies and procedures. This offer is contingent upon satisfactory completion and clearance of all pre-employment screenings, which based on your specific role, may include but not be limited to a background check, drug screening, education and employment verification,

driving record review, physical examination, etc. Continued employment and privileges may be conditional on recurring screening(s) of these types. Failure to complete all steps of this screening process may result in this offer being withdrawn. We partner with a third-party ([HireRight](#)) to complete these screenings, as well as Form I-9 – you'll be receiving further information from them shortly.

The terms set forth in this offer letter supersede any and all prior communications, written or verbal, between us regarding the terms of your employment with Safelite. This letter is not intended to create, nor should it be interpreted to create, an agreement for employment for a specific period of time. Safelite Group may terminate employment at any time, with or without notice or cause. Note: Work schedule days/times are subject to change based on the needs of the business and in accordance with all applicable federal, state, and local laws and regulations.

If you haven't done so already, please [click here](#) to submit your information to participate in the federal government's Work Opportunity Tax Credit (WOTC) screening. Your responses to these questions are completely voluntary and will remain confidential to this company's third-party service providers, federal, state and local agencies, and other third parties as necessary to determine eligibility and assist Safelite in completing federal and/or state tax filings.

Health and Safety

To ensure a safe working environment and protect the community at large, depending on the position, Safelite may require pre-employment screenings, including background checks and/or drug screenings. Note: Safelite will grant reasonable accommodations that do not cause an undue hardship to the business to associates who are legally entitled.

What we'd appreciate

As a People Powered organization, we're thrilled every time a new associate joins the Safelite family. If you're willing to share your Safelite experience with others, we'd love for you to take a few minutes to review us online (links below). Reviews like these help us attract talented, hard-working people like you, and that's a goal we can all get behind!

- [Safelite on Indeed](#)
- [Safelite on Glassdoor](#)

To acknowledge that you have read, understand, and agree to the contents outlined in this offer, please electronically sign this letter. If you have any questions, please don't hesitate to contact your recruiter directly.

Sincerely,

Talent Acquisition, People Leadership and Development
[Safelite](#) | A member of [Belron](#)

Signature:

Printed Name:

Date: