

THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

28 November 2022

Maria Costales Suarez  
151 S First East St  
Ap A3  
Rexburg, ID 83440

Dear Maria,

On behalf of The Church of Jesus Christ of Latter-day Saints [United States] ("Employer"), I am pleased to offer you employment as a Full-Time **Technical Seasonal Student Intern**. You will work 40 hours per week (no more than 40). This position requires that you are a student working towards graduation and will not last longer than four months. This position will end upon graduation from a college or university. Should you accept this offer of employment, we anticipate that you will start work on **4/24/2023**. We anticipate that your employment will end on **8/24/2023**. Your work location will be your home address. The office is located at **Working from Home (Rexburg, ID, USA), Rexburg, ID 83440, Madison, United States**.

Your duties as a User Design Experience Intern may involved, but will not be limited to:

- Front-end web design
- Work to ensure all communications and materials meet Church standards
- Graphic design
- Strong communication and collaboration skills will be used
- We work in an agile development environment
- Transfer user insights into quality user experiences
- Assist product managers in developing successful product launch activities, including training, awareness activities, targeted communications, etc.
- Work with state-of-the art tools to help develop enterprise solutions

Please carefully review the following terms and conditions. They will govern your employment with Employer.

### 1. Compensation and Benefits

Your initial base rate of pay will be **\$25.00 Hourly (USD)**. This position presently is classified as a non-exempt position for purposes of federal wage-hour law, which means that you will be eligible for overtime pay in accordance with Employer's policies. The position you are being offered does not include benefits such as medical and dental insurance. There are, however, the benefits of working in a spiritual and friendly environment with coworkers who have the same standards that you value. You may also gain valuable experience as you develop skills for your career.

### 2. Employer Policies and Procedures

Employer's Our Standards of Conduct and Other Human Resource Policies ("HR Policies"), as amended from time to time, contains information on many facets of the employment relationship and will govern your employment with Employer. If you wish to review a copy of Employer's policies and procedures prior to accepting this offer, please contact me. They will be available to you online on Employer's intranet during your employment.

### 3. Worthiness Requirement

Employment with any Church entity requires you to possess and maintain a current temple recommend or be worthy to hold a temple recommend. This requirement unites all employees through common expectations of behavior and support for the mission and leaders of the Church. Consequently, if you cease to be worthy of a temple recommend, you may not be eligible for continued employment.

From time to time, Employer may ask you to verify that you meet this worthiness requirement. Employer also may ask your bishop or stake president to verify that you meet this requirement. Employer may access Church records to identify your current bishop or stake president.

#### 4. Criminal Review

This offer of employment is conditional upon a successful criminal background review. Have you ever been convicted of any crime(s) other than minor traffic violations? If yes, explain conditions surrounding all convictions, including date(s). If no, please write the word "None" (without the quotations). This inquiry does not ask for information about prior convictions that have been expunged, sealed, or impounded by the relevant authority.

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#### 5. Immigration Law Compliance

The Immigration Control Act of 1986 requires that all employers verify identity and eligibility to work in the U.S. using the Employment Eligibility Verification Form I-9. You will be required to complete your I-9 at least one week prior to your employment start date. You will be instructed by your HR Representative/Recruiter where you are to report to complete your I-9 and what documentation you will have to have to complete your I-9. If your I-9 is not fully complete before your employment start date, you will not be allowed to attend orientation or begin work.

#### 6. At-Will Employment

You have the right and the option of ending your employment at any time, with or without notice and with or without cause. Employer has the same right. Neither this letter nor any other oral or written statement to you may be viewed as creating a contract of employment for any specific period of time.

You may confirm your acceptance of this offer of employment and your agreement with the terms outlined in it by downloading this document and signing below and returning it to me, or by scrolling to the bottom of this page and by clicking Accept.

Sincerely,

Alison Gray

Authorized Employer Representative



HR Specialist 2

Job Title

801/240-4362 / a.gray@churchofjesuschrist.org

Phone Number and E-Mail Address

Accepted:

Signature:

*Camila Costales*

Date:

11/29/2022