



12/21/2021

Tye Killough

Delivered via email: killoughtye@gmail.com

Dear Tye,

On behalf of **Tribute Technology**, I am pleased to present you a conditional offer of employment for the position of Project Coordinator, reporting to Heather Quaegber, Website Production Team Lead. Should you accept this offer of employment, your first day of employment is expected to be January 4th, 2022. This is a Full-Time position, with the expectation of working approximately 40 hours per week during our normal business hours of 8:00am – 5:00pm CST. Your office is located at 2501 Parmenter Street Suite 300 Middleton, WI 53562. Due to the current public health threat of Covid-19, Tribute Technology has moved to a mobile workforce with everyone working remotely from their homes for the time being. We will keep you informed on company and team leadership decisions as it relates to working remotely.

The purpose of this letter is to clarify the provisions of the offer of employment as well as the associated benefits.

Salary: You will be paid an annual base wage of \$46,000, to be paid in equal installments on a semi-monthly basis. This position is considered exempt from overtime.

Benefits: Based on your status as a full-time employee, you will be eligible to enroll in our benefit plans the first of the month following hire February 1st, 2022. Our benefits include health insurance, dental insurance, vision insurance, short term disability, long term disability, life and AD&D Insurance, voluntary life Insurance, health savings accounts, and flexible spending accounts. General information on the plans is available, and we will go over the benefit details with you in your first week.

401k: You will be eligible to join our 401(k) plan the first day of the new quarter after 90 days of employment April 1, 2022. The plan provides a safe harbor employer contribution of 100% matching employee contributions up to 3%, and 50% matching employee contributions at 4-5%.

Time off: You will be eligible for ten (10) paid holidays each year, and fifteen (15) days of Paid Time Off (PTO). PTO accrues on a per pay period basis, at the rate of five (5) hours per semi-monthly pay period.

Stock Options: An equity incentive plan is in place for all employees and details will be shared when eligible.

Your employment will be on an at-will basis, meaning that Tribute Technology or you may terminate the employment relationship at any time, with or without cause, and with or without notice. This offer of employment and the details contained within should not be construed as a contract for continuing employment. Tribute Technology retains the right to review continuing employment status and compensation at any time based upon business needs and performance.



This employment offer is contingent on verification of your right to work in the United States, as demonstrated by your completion of the Form I-9 upon hire and your submission of acceptable documentation within 3 days of your first date of employment. This offer will be withdrawn if the above condition is not satisfied.

By accepting this offer, you confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform Tribute Technology about any such restrictions and provide us with as much information about them as possible, including any agreements between you and your current or former employer describing such restrictions on your activities. To protect and respect the rights of any of your previous or current employers, and should you accept this offer of employment, we will prohibit you from disclosing or using any confidential and/or proprietary information belonging to these other employers.

Tye, we look forward to working with you and for you to join our mission of offering world-class solutions and service that make the funeral experience more meaningful for families and less demanding for the funeral home. If you want to join our team, please sign, and return to me this conditional offer letter within three (3) business days. If you do not return the letter within three (3) business days, Tribute Technology will assume you have declined this conditional offer and this offer becomes null and void. We look forward to hearing from you soon!

Sincerely,

Heather Quaegber
Website Production Team Lead

By signature and date indicated below, I accept this conditional offer of employment as described above:

Signature: _____
Tye Killlough

Date: _____