



**Centria Healthcare**

27777 Inkster Rd., Suite 100,  
Building B, Farmington Hills, MI  
48336

OFFER OF EMPLOYMENT

Dear \_\_\_\_\_  
First Name Middle Initial Last Name

Congratulations! We are happy to inform you that you have been selected to fill the remote position of Data Entry Clerk at Centria Healthcare.

Based on your level of experience the management of Centria Healthcare has decided to hire you as one of our remote employees, and we hope you will put in your best to elevate the Company.

The position we are offering is at a wage of \$35 per hour and \$30 per hour during training (increments will be determined from work performance). You will be attached to an online supervisor who will train you and also indicate when you are through with training. Your supervisor will be the one you will turn to if you have difficulties finishing a task. Also, you are required to be in close contact with your hiring manager (Interviewer) to complete your hiring process.

We also have a benefit package; you will be permitted to participate in the following benefits according to our policies as we might change from time to time and after meeting the applicable eligibility requirements if any.

- Employee Benefits**
- 401(k) Retirement**
- Healthcare- Medical/ Dental/Vision**
- Tuition Reimbursement (if schooling)**
- Life Insurance**

We are confident you will be able to make a significant contribution to the success of our company and look forward to having you on board.

I \_\_\_\_\_ accept the offer as outlined above.

Signature: \_\_\_\_\_

(Fill in the blanks and amend the areas of the contract as you so wish.)

The Regulations and Conditions of Employment as set out herein will be deemed to constitute a "Contract of Employment", in fulfillment of current employment legislation. All Employees will be

required to sign at the space provided at the end of these conditions, agreeing to adhere to the Company's Conditions of Employment.

(i) Date of commencement: .....

(ii) Place of Work: The Employee shall be based for the time being at Work from home (Home-based)

(iii) Job Function: The Employee shall be employed as a Remote Data Entry Clerk and he/

she shall also be required to carry out associated functions as the Company may from time to time require.

(iv) Probationary Period: A probationary period of one (1) week will apply. A letter, notifying the Employee of his/her appointment to permanent staff, will be issued at the end of a successfully completed Probationary Period.

(v) Hours of Work: The hours of work shall be flexible just as long as employee fulfills the required minimum of 20 work hours per week.

(vi) Salary: The Employee will be paid \$30 per hour during training and \$35 after training. Salary will be reviewed monthly by performance. Payment shall be made via check and direct deposit suiting employee's choice of payment.

(vii) Annual Leave: In addition to the nine Public Holidays, twenty working days holiday is allowed during a full calendar year, 1st January to 31st December in accordance with the provisions of the organization of Working Time Act, 1997.

On termination of employment, the entitlement will be a proportion of the appropriate annual holiday based on the number of calendar months completed during the calendar year of departure, subject to a minimum period of notice under the Minimum Notice and Terms of Employment Acts 1973-1991.

(viii) Absence through Illness: The Manager must be notified as soon as possible after 9.00 am in all cases where a member of the staff is unable to attend at the place of work. A medical certificate is required if absence extends beyond three consecutive days and should cover the period until the staff member is declared fit for work. Dental appointments, visits to the doctors and all other likely scenarios, should, where possible, be arranged outside working hours.

(ix) Compassionate Leave: Compassionate leave will be at the discretion of the management but, in the case of near relatives, will be such as to allow full attendance at funeral services.

(x) Leave of Absence: Approval and duration of unpaid personal leave shall be at the discretion of the Company.

(xi) Grievance Procedure: The Company is most anxious that legitimate grievances raised by employees are expeditiously and fairly resolved. Any member of staff who has a grievance relating to his/her employment should discuss it with the Company.

(xii) Dismissal: The Company hopes that it will not become necessary to dismiss an employee, however, it must be understood that there are certain breaches of Company rules for which, after the facts have been ascertained, an Employee may be summarily dismissed or suspended, without pay, pending further investigations. In such an event, an Employee will be afforded a full right of representation of his/her case to the Company before a decision is made. Continued failure to adhere to normal Company requirements, including timekeeping, attendance, job performance, confidentiality in relation to all the Company's affairs and general conduct will result in an Employee being subject the following procedure:

- The Employee will receive a verbal warning.
- The Employee will receive a first formal written warning advising that continued failure to improving on the specific aspect of performance will lead to disciplinary action.
- The Employee will receive a final formal written warning.
- The Employee will be suspended for a fixed period, without pay.
- The Employee will be dismissed in the event of it becoming absolutely clear that no, or insufficient, improvement on the aspect of performance is forthcoming. At all times the Employer will abide by procedural fairness under current employment legislation when dealing with dismissals from the Company.

(xiii) Notice Periods: Staff who wishes to terminate their employment with the Company is expected to give the following notice:

All Employees on Probation – 1week

Employees appointed to Permanent Staff – 1 month

Senior/Management Staff – 2 months or in times of conflict in accordance with Section 4 of the Minimum Notice and Terms of Employment Act, 1973. Notwithstanding the foregoing, the Company, may, at its discretion, waive its right to notice.

(xiv) Standard of Dress: All Employees are expected to conform to an acceptable standard of dress to ensure that the image as presented to customers, colleagues, and associates is in keeping with the proper professional approach of the Company. Where uniform is required dress, no personal additions will be made to the uniform, and it shall be cleaned by the Employee for the duration of their contract.

(xv) Confidentiality: The Employee will not, during or at any time after the termination of your employment, disclose to any person or persons (except to senior Employees of the Company) nor use for your own benefit any confidential information that you may receive or obtain in relation to the affairs of the Company or its Clients.

(xvi) Alteration to Terms of Employment: Any alterations in the Regulations of Employment affecting staff individually will be notified by a letter or memorandum, but any general alteration will be communicated in a Circular to be seen by all members of staff. Benefits: Health, Dental, Life and Vision Insurance, Employee Wellness and 401k plans. Paid Time Off and Holidays with Generous Company Discounts.

I agree/accept to be bound by the regulations and conditions of employment as contained in the foregoing:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Note: You are required to have this signed and sent back to your hiring manager.

EMPLOYERS SIGNATURE



