



Cultural Council
OF GREATER JACKSONVILLE

From: Ann Carey
Board Chair

To: Joy Young

Date: November 20, 2018

Re: Offer of Employment

This offer of employment confirms our agreement to hire Joy Young as the Executive Director for the Cultural Council of Greater Jacksonville. The effective date of employment is to be Tuesday, February 5, 2019.

The position of Executive Director is a non-exempt position. The starting salary is \$110,000 per year. The Cultural Council agrees to allow a flexible work schedule to include the option of working remotely for up to six days a month to the extent that said flexible work schedule supports the Executive Director in successfully fulfilling the goals and mission of the Cultural Council. The position is paid on the 15th and 30st/31st of each month. The Executive Director reports directly to the Board of Directors and works closely with staff, committees, city representatives, cultural partners and the community.

The Cultural Council will cover relocation costs up to \$10,000, which includes the services of a moving company and transporting of one vehicle. The one-time relocation reimbursement is available for up to 15 months after the start date. You agree to reimburse the Cultural Council the amount paid in relocation in the event that your employment with the Cultural Council ends through termination or resignation within one full year.

The Cultural Council will also pay for one trip to Jacksonville for the purpose of house-hunting, which includes mileage reimbursement (current IRS rate is \$.55/mile), a per diem food allowance of \$55 per day and two nights' hotel stay (the Cultural Council will make the hotel reservation and pay for the hotel stay). In the interim of the official start date, the Cultural Council will pay for travel expenses at the same prescribed rates in the event you agree to any additional travel on behalf of the Cultural Council for any critical meetings and events, as agreed upon with and receiving prior approval from the Board of Directors.

culturalcouncil.org

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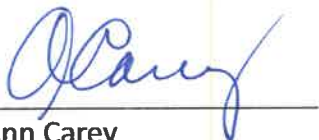
As a full-time employee you are eligible to receive additional benefits as prescribed in the Employee Policy Manual, including but not limited to, health insurance (30% paid by employees), dental, vision, short-term and long-term disability, and a 403b retirement program (company matches up to 2% of gross salary after the first year of employment). Other benefits offered to full time employees include paid vacation/personal days (18 days for employees with less than 5 years of service) and parking. The Director of Finance serves as your benefit administrator. Details of the additional benefits are included as an attachment in this offer letter.

Employment in the State of Florida is at-will and the Cultural Council reserves the right to conduct a background check as a condition of employment. Compensation, benefits and changes to the terms of this employment agreement are subject to budget constraints and/or needs of the organization as determined by the Board of Directors. These changes may be made at any time with or without notice as stated in the Employee Policy Manual. Your performance will be evaluated annually and any changes to the terms of this agreement will be made in writing at the discretion of the Board of Directors.

As staff, you will receive and are responsible for adherence to all policies and procedures as dictated in the Employee Policy Manual and all other governing documents of the Cultural Council.

This offer of employment is contingent upon successful completion of the criminal background check, reference checks, and confirmation of the appointment by the Board of Directors in its meeting of Monday, November 26, 2018.

We are pleased to welcome you to the Cultural Council and look forward to your service to achieve our goals on behalf of our arts and cultural partners and the people of Jacksonville.



Ann Carey
Board Chair

Joy Young
Executive Director