



February 22, 2024

Ms. Madeline Martinez
3941 Cowen Street
High Point, NC 27265
martinez.madeline212@gmail.com

Dear Madeline,

On behalf of North Carolina Agricultural and Technical State University and Chancellor Harold L. Martin, Sr., I am pleased to offer you employment in as an EHRA Professional, position of *Associate Director-Center for Academic Excellence* with an anticipated start date of *March 6th, 2024*. Your gross annualized salary will be \$██████0, which is paid on the last working day of each month. Your supervisor, Dr. Dawn M. Nail, is responsible for initiating changes in your salary, subject to any compensation policies adopted by the Board of Governors or Board of Trustees. This is an "at-will appointment," subject to continuation or discontinuation at the discretion of the Chancellor or his designee and carries a full-time obligation on a twelve-month basis.

You are entitled to twenty-four (24) days of annual leave per year, eight (8) hours of sick leave per months, eight (8) hours of Personnel Observance Leave, twelve (12) paid holidays, as well as 24 hours of community service leave. North Carolina A&T offers a comprehensive benefits program which includes eligibility to enroll in the State Health Program including comprehensive health insurance through the NC State Health Plan and a number of NC FLEX focused insurance plans. NCA&T also offers retirement programs including enrollment in one of two mandatory retirement programs and other optional retirement program investment vendors to suit your needs. Your appointment is governed by the terms of your employment contract and applicable policies related to EHRA Non-faculty employees. A copy of those policies is enclosed with this letter.

This appointment is contingent upon the successful completion of background check, verification of academic and professional credentials, your agreement to abide by the policies and regulations of the University, and your acceptance of the EHRA Conditions of Employment. Your signature on this document and the EHRA Conditions of Employment indicates your acceptance of those terms and conditions. This position is contingent upon the continuing availability of funds from sources other than continuing State budget funds or permanent trust funds. This contingency clause means that if at some time these non-State funds are unavailable, your position may have to be terminated consistent with applicable sections of the Employment Policies for EHRA Non-Faculty Employees of North Carolina A&T State University.

Please signify your acceptance of these conditions of employment by signing and dating the enclosed copy of this letter and the "EHRA (EPA) Non-Faculty Certifications and Conditions of Employment" form and returning it to me within three (3) business days from the date of this letter.

We sincerely look forward to you joining the North Carolina A&T State University. Should you have questions, do not hesitate to contact me at (336)285-4133 or dndavis3@ncat.edu.



Sincerely,

A handwritten signature in black ink, appearing to read 'Dr. Dawn M. Nail'.

Dr. Dawn M. Nail
Executive Director, Center for Academic Excellence

cc: Regina Williams Davis

Enclosure: Employment Policies for EHRA (EPA) Non-Faculty Employees
EHRA (EPA) Terms and Conditions of Employment Form

I, _____, (Print Name) accept this offer and agree to abide by the policies and regulations of North Carolina Agricultural and Technical State University.

Signature

Date