

Dear Resident,

March 22, 2020

I am very pleased to extend this offer of employment, contingent upon your successful completion of background check and drug screen. The terms of the offer are as follows; this offer expires on March 30, 2020.

Offer Details

Status: FTE, Regular Non-Exempt, Benefits eligible

Title: Pharmacy Resident

Duration of appointment: 12 months

Hiring Manager: Jane Doe, PharmD, BCPS

Offer Amount: \$46,500

Proposed Start Date: July 1, 2020

Required licensure as registered pharmacist in California by September 30, 2020.

As a Full-Time employee you are eligible to participate in the following benefits:

Eligible beginning your first day:

- 10 holidays per calendar year plus 1 Floating Holiday
- 16 days Paid Time Off per calendar year accrual

Eligible on first day of the month following or coinciding with your start date:

- Medical/Prescription Coverage
- Vision coverage
- Dental coverage
- Health Savings Account with Employer Contribution
- Hospital Indemnity Plan
- Wellbeing Program
- Company Paid Group life/AD&D Insurance
- Company Paid Long-Term Disability (LTD) Insurance
- Company Paid Short Term Disability Insurance
- Company Paid Employee Assistance Program (EAP)
- Voluntary Group Life & AD&D Insurance
- Voluntary Flex Spending – Medical/Dependent
- Voluntary Pre-paid Legal Plan
- Business Travel Accident Coverage
- Education Tuition Reimbursement Program (eligible after 90 days of employment)

Eligible on first day of the month following 60 days from your start date:

- 401(k) Salary Savings Plan (Employer will match contribution of up to 100% of the first 3% of compensation that you contribute)

Program Requirements and Expectations

Residency Expectations:

1. The resident is expected to adhere to the Hospital Policy and Procedures, Corporate Compliance requirements, and policies outlined in the Hospital Employee handbook. The resident is also expected to follow the Hospital Code of Ethics and Business Conduct ("Code of Conduct") policies and conduct him/herself in a professional manner at all times.
2. The resident is expected to complete an initial evaluation of entering knowledge, personal goals professional strengths, and opportunities for development at the start of the residency year. The resident will work with the Residency program Director (RPD) to create an initial development plan that will be used to assess and track the resident's progress during the program year. The resident and RPD will update this development plan at least quarterly and determine whether development plan modifications are needed.
3. The resident is expected to notify the RPD of any issues interfering with resident training, including concerns about residency preceptors.
4. The resident is expected to fulfill his/her service commitment of two 8-10 hour shifts every third weekend plus one four-hour evening shift every week and two holiday shifts.
5. The resident is expected to participate in recruitment of the resident(s) for the next program year, including participation in local, state and national residency showcases.
6. Following residency program completion, the resident is expected to keep the RPD abreast of initial employment and changes in employment, as required by ASHP pharmacy residency accreditation standards.

The following program-specific policies are detailed in the attached residency manual:

- Leave (PTO, holiday, professional, extended)
- Licensure and consequences of failure to obtain by required date
- Duty Hour/Moonlighting
- Discipline/Dismissal/Unsatisfactory Progression
- List of requirements for successful program completion

Our hospital cares about its employees and is a leader in offering a high value, low cost benefits package. Please review the New Hire Benefits Orientation via the link below for information regarding the benefit offerings. Should the information in this offer or New Hire Benefits Orientation differ from the Benefits Plan document or policy, the current Benefit Plan document or policy will control.

We are looking forward to your acceptance of this offer and to your joining our team!

Please advise your acceptance by signing, dating, and returning the scanned document via email to RPD@HospitalABC.com, indicating acceptance of all the terms and conditions of this appointment by March 30, 2020

Thank you!

Jane Doe, PharmD, BCPS
Residency Program Director

I accept this employment offer and all terms conditions outlined in this letter and attached residency manual.

Resident Signature

Date