

Employment Contract (or Offer Letter) & Addendum #1

**Solicitation of Interest # 20283**

Nurses Across New York Loan Repayment Program – Cycle I

**Instructions:** Applicants are instructed to provide a copy of their **(1) Employment Contract\* (or Offer letter)**. It should state the start date of the nurse’s employment with the employer it should also be **dually signed** by the employer and the nurse.

Since employment contracts are not customizable, to ensure all the NANY provisions are addressed, the Department is requesting that you also provide an **(2) Addendum Letter**, on the employer’s letterhead along with your employment contract or offer letter.

***Both documents may be combined into one upload as Attachment 5 of the application.***

The Addendum Letter must be signed by the Nurse Applicant and an employee with the authority to represent the employer with respect to human resources matters, including Human Resources Director, the Chief Executive Officer or the Chief Operating Officer. The following statements should be contained therein:

- *“It is mutually understood that (nurse’s name) intends to fulfill a NANY service obligation with (name of employer) during the period August 1, 2023 through July 31, 2026.*
- *During that time, (nurse’s name) will be assigned to (name and address of work site), for \_\_\_\_\_ % of his/her time. (If nurses working at more than one site this sentence should be repeated as necessary. One hundred percent of the nurse’s time must be accounted for at all sites combined.)*
- *The nurse will work as a (clinical title RN or LPN) for either:*
  - a. *A minimum of 40 hours of service per week with a minimum of 32 clinical hours for a minimum of 45 weeks per year. – **OR-***
  - b. *A minimum of 150 hours of service per month for 12 months per year.*
- *The start date of the nurse with this organization is/was: \_\_\_\_\_”*

\* Employment contract is defined in Section II of this SOI.