

INSTRUCTIONS: IRWA INSTRUCTOR HIRING LETTER

Dear Chapter Leaders:

To follow is a sample of a instructor hiring letter that can be utilized by your chapter in order to outline all components as mutually agreed upon by the chapter and the instructor at the time the chapter enters into an agreement with a instructor for an IRWA course.

We strongly suggest that you confirm verbal agreements between your chapter and the instructor(s) by sending the instructor a hiring letter. The sample hiring letter, which appears on the next page, may be used and/or adapted by your chapter to suit your specific purposes. To avoid misunderstanding, an effective hiring letter should clarify transportation, accommodations and meal expenses, as well as delineate any additional expenses, such as audiovisuals or other special expenses agreed upon with the instructor.

While IRWA will enter into a contract with the instructor for the course instruction fee, it is the chapter's responsibility to negotiate, approve and pay expenses. It is in the best interests of both parties to record this in writing, as this will help to avoid confusion or conflict after expenses have already been incurred.

All disputes between a instructor and the chapter should be resolved between the two parties, as IRWA Headquarters would not normally be involved in discussion regarding reimbursements. In addition, the chapter and the instructor should discuss and agree upon appropriate parameters for reimbursement of expenses in advance of the course start date. IRWA Headquarters has provided a model agreement for discussion purposes, but the execution of said agreement will be between the chapter and the instructor.

In the event that a instructor agrees to instruct a class on a pro bono or free basis, the chapter should still clarify whether or not expenses are involved. A instructor may waive a course fee but still expect to be reimbursed for direct expenses. Completing this hiring letter for all courses will eliminate confusion.

In addition, we strongly recommend that the instructor hiring letter be signed by the Chapter Education Chair, Chapter President or an alternate Chapter Leader. If the Course Coordinator currently holds one of these positions, the Coordinator's signature will be acceptable. However, in the event that the Instructor is also a Chapter Leader, the hiring letter must be signed by an alternate Chapter Leader to avoid any potential conflicts of interest.

If you have any questions, please contact IRWA Headquarters.

Thank you.

Regards,

SAMPLE INSTRUCTOR'S HIRING LETTER

(DATE)

(INSTRUCTOR'S NAME)

(COMPANY)

(STREET ADDRESS)

(CITY, STATE/PROVINCE ZIP/POSTAL CODE)

Dear **(INSTRUCTOR'S NAME)**:

Thank you for accepting the following instruction assignment:

Course: (COURSE NAME AND NUMBER)

Date: (DATES OF CLASS)

Location: (CLASS FACILITY LOCATION)

You will be paid the sum of \$_____ for the class presentation time and associated activities such as submission of the class roster and final examinations forwarded to IRWA Headquarters. A written agreement for this course reflecting the above fee will be sent to you by IRWA Headquarters. Compensation in amount above will be paid by IRWA Headquarters upon successful completion of all the obligations outlined in that agreement.

All expenses associated for this class will be paid by Chapter _____. You will be reimbursed for the following:

- 1) Whichever is lowest: Coach air fare or car mileage (reimbursed at the current IRS rate)
- 2) Accommodations (maximum of \$____per day and a total of no more than ____ days)
- 3) Meals (maximum of \$_____ per day and a total of no more than _____ days)
- 4) Other items to be reimbursed: _____

All expenses/disbursements must be accompanied by receipts. No car rental allowed without specific approval in advance.

You should contact the class coordinator to arrange for your accommodations and airport pick-up, if needed. The class coordinator can be reached at: **(COORDINATOR'S NAME, COMPANY, ADDRESS, CITY, STATE/PROVINCE, ZIP/POSTAL CODE, TELEPHONE NUMBER, EMAIL)**. Please sign below to confirm the terms of your teaching assignment and return a copy of this letter to the chapter.

Sincerely,

(CHAPTER LEADER'S SIGNATURE)

Chapter Education Chair, Chapter President, or alternate Chapter Leader

(NAME OF INSTRUCTOR)

Date

Enc.: IRWA Expense Form