Federal Reserve Bank

LETTER OF OFFER

[Month DD, YYYY]

[Employee In-Game Name],

On behalf of the Board of the Federal Reserve Bank of Redmont (the “Board”), I am pleased to extend to you this formal offer of employment for appointment to the position of **Human Resources Officer**.

This Letter of Offer constitutes a binding employment agreement upon acceptance.

1. APPOINTMENT

You agree to commence employment on [Date of Commencement]. You shall report directly to the Director of Human Resources (the “Supervisor”), or to other such designated as may be determined from time to time by the Board.

2. DUTIES AND RESPONSIBILITIES

In your capacity as a Human Resources Officer, you shall support the Federal Reserve Bank’s recruitment, retainment, personnel administration, employee relations, and employment management functions with diligence, accuracy, and professionalism. Your responsibilities include, but are not limited to:

- Assisting in the recruitment and selection of employees, including reviewing applications, coordinating interviews, and facilitating hiring processes;
- Communicating with prospective employees regarding available positions, application requirements, interview arrangements, and employment opportunities;
- Preparing and administering letters of offer, employment agreements, appointment notices, and other personnel documentation **for approval and signature by the prospective employee’s Supervisor**;
- Coordinating the onboarding of new employees, including ensuring that they receive the necessary information concerning their duties, responsibilities, compensation, and applicable institutional policies;

- Maintaining accurate, organized, and confidential personnel records, including employment agreements, appointment dates, positions, compensation arrangements, and employment status;
- Assisting in the administration of employee transfers, promotions, resignations, terminations, and other changes in employment status;
- Maintaining records of employee attendance, approved leaves of absence, and periods of inactivity in accordance with applicable employment policies;
- Coordinating with Accounting Operations to ensure that employee appointments, compensation changes, performance commissions, pension elections, and terminations are accurately reflected in payroll records;
- Assisting employees with inquiries concerning their employment terms, compensation, pension arrangements, leave entitlements, and other applicable rights and obligations;
- Supporting Division Directors in staffing matters, employee performance reviews, disciplinary procedures, and the administration of employment policies;
- Monitoring compliance with applicable personnel policies and identifying employment matters requiring the attention of the Director of Human Resources; Coordinating with other divisions to identify staffing requirements, facilitate recruitment, and support the effective administration of the Federal Reserve Bank's workforce;
- Conducting all interactions with employees, applicants, and other individuals with courtesy, patience, fairness, and respect, providing helpful and responsive assistance without favouritism, intimidation, condescension, or misuse of institutional authority; and
- Ensuring that all personnel and employment matters are administered consistently with the *Federal Reserve Act*, applicable employment agreements, internal policies, and directions issued by authorized officers.

You shall perform such additional duties as may be assigned by the Supervisor or the Board from time to time.

3. COMPENSATION

You shall receive a gross base salary of R$ 7,000 per month, payable monthly in arrears, in accordance with the Bank’s established payroll practices. All compensation shall be subject to applicable deductions, withholdings, and contributions required by law or the policies of the Federal Reserve Bank.

In addition to your base salary, you may be eligible to receive performance-based commissions for qualifying work completed in accordance with the Federal Reserve

Bank's Organisational Structure and Compensation Policy, as amended from time to time. Commissions shall be payable following the satisfactory completion, verification, and approval of qualifying assignments and shall be subject to applicable payroll deductions and pension contributions.

Your employment shall be subject to the Federal Reserve Employee Pension Plan (A-004) and its applicable implementing policies, which are incorporated into this Agreement by reference. The Bank shall withhold the prescribed employee pension contributions from your gross compensation and remit the corresponding employer contributions in accordance with the Plan.

The Plan's default contribution provisions shall apply unless you elect an alternative contribution arrangement permitted under the Plan by providing written notice to both your supervising officer and either the Chief Financial Officer or an authorized Payroll Officer. Any such election shall take effect in accordance with the Plan and applicable payroll procedures.

Your rights and entitlements respecting pension contributions, employer matching contributions, vesting, withdrawals, and benefits upon termination of employment shall be governed by the terms of the Federal Reserve Employee Pension Plan and its applicable implementing policies.

4. CONFIDENTIALITY AND NON-DISCLOSURE

In the course of your employment, you may have access to internal data, draft analyses, institutional records, economic models, research materials, and other non-public information.

- You shall maintain the confidentiality of all non-public information accessed or obtained through your role and shall use such information only for authorized employment-related purposes.
- You shall not disclose, transmit, publish, summarize, or otherwise communicate non-public information to any person or entity except where authorized by the Federal Reserve Bank or required by law.
- You shall exercise reasonable care when handling data, reports, internal communications, and analytical materials, including ensuring that information is stored, used, and shared only through appropriate channels.
- You shall not use information obtained through your employment for personal benefit or for the benefit of any other person or entity.

These obligations shall continue beyond the end of your employment.

5. CONFLICT OF INTEREST

You are subject to ongoing obligations to identify, disclose, and avoid conflicts of interest. You shall disclose in writing to the Supervisor any actual, potential, or perceived conflict of interest, including any personal, financial, professional, or relational interest that could influence, or reasonably be perceived to influence, the impartial performance of your duties. This obligation is continuous and applies both at the time of appointment and throughout the duration of your employment.

Where a conflict is disclosed or identified, you may be required to refrain from participating in the relevant matter unless and until appropriate authorization is provided.

6. CONDUCT

You are expected to perform your duties with professionalism, care, accuracy, and integrity.

Given the analytical nature of your role, you are expected to maintain high standards of reliability in the collection, treatment, interpretation, and presentation of data.

You shall act in a manner consistent with the interests and reputation of the Federal Reserve Bank and shall not knowingly misrepresent data, alter findings improperly, conceal material limitations, or present analysis in a misleading manner.

You are expected to work respectfully and collaboratively with colleagues, supervisors, and other departments, and to follow reasonable instructions issued by the Supervisor or other authorized personnel.

7. TERMINATION

Your employment may be terminated by the Federal Reserve Bank at its discretion, with or without cause, subject to applicable internal procedures.

You may request a leave of absence through your supervisor. A leave is valid for this agreement only when approved in writing by the supervising officer before the relevant inactivity period expires.

Employment shall be deemed automatically terminated upon 30 consecutive calendar days during which you send no message in the Bank's official Discord server, measured from your last message there (or the commencement date if no message has been sent), unless a valid and approved leave of absence covers the period. No separate dismissal notice is required for this contractual inactivity event, subject to mandatory applicable law. Approved leave pauses the inactivity count during the approved period.

In circumstances involving misconduct, breach of confidentiality, misuse of data, dishonesty, serious neglect of duties, or conflict of interest violations, termination may be immediate and for cause.

You may resign your position by providing reasonable notice in writing to the Supervisor.

8. ENTIRE AGREEMENT

This Letter of Offer constitutes the entire agreement between you and the Federal Reserve Bank with respect to your employment and supersedes all prior discussions, representations, or understandings.

9. ACCEPTANCE

To decline this offer, please return a message confirming that you are declining.

To accept this offer and the related conditions of employment, please signify your acceptance by replying to the message in which it was sent to you with the following:

"I accept this offer and agree to the terms and conditions set out in this letter."

Yours sincerely,

[*insert signature here*]

[Name of Supervising Officer]
[Position]
Federal Reserve Bank