**EMPLOYMENT AGREEMENT**

(After completing this form, make a copy to give to the employee.)

Employee’s Name:

Starting Date: \_\_\_\_\_\_\_\_\_\_\_\_ Full Time/Part Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title:

*See job description for details of duties and responsibilities.*

**Usual Work Schedule**

**Compensation**

Starting Rate: Pay Days Are:

Vacation Days: \_\_\_\_\_\_\_\_\_\_\_\_ Sick Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal time:

Additional Benefits:

**Periodic Performance Evaluation**

Seasonal employees will be evaluated:

All other employees will be evaluated:

**Termination**

The first \_\_\_\_\_\_ weeks are a provisional period of employment.

After this time, the employee is expected to give \_\_\_\_\_\_ weeks’ notice.

If dismissed, unless for behavior outlined in the Employee Handbook, the employee   
will receive \_\_\_\_\_\_ weeks’ notice or the equivalent in severance pay.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature, Date Employer’s Signature, Date