EMPLOYEE AGREEMENT

STAFF EMPLOYMENT TERMS & WORKPLACE POLICIES

AGREEMENT NO.

EFFECTIVE DATE

This Employee Agreement (the "Agreement") confirms the terms of employment between the Employer and the Employee, including role, pay, schedule, and the policies the Employee agrees to follow.

1 THE PARTIES

EMPLOYER

FULL LEGAL NAME / ENTITY

ADDRESS

CITY | STATE | ZIP

PHONE | EMAIL

EMPLOYEE

FULL LEGAL NAME / ENTITY

ADDRESS

CITY | STATE | ZIP

PHONE | EMAIL

2 POSITION

The Employer hires the Employee for the role below, beginning on the start date shown.

JOB TITLE | SUPERVISOR

START DATE | WORK LOCATION

3 SCHEDULE & EMPLOYMENT TYPE

The Employee's status and regular schedule are shown below.

Status:

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Basis:

☐ At-will ☐ Fixed term

REGULAR SCHEDULE / HOURS PER WEEK

4 PAY

The Employee is paid as shown, on the regular payroll schedule and subject to lawful withholdings and applicable overtime.

WAGE / SALARY ($)

PER (HOUR / YEAR)

PAY FREQUENCY

OVERTIME ELIGIBLE? (Y/N)

5 BENEFITS & TIME OFF

Eligibility for benefits and paid time off is described below and governed by the Employer's current plans and policies.

BENEFITS, PTO, SICK LEAVE & HOLIDAYS

6 WORKPLACE POLICIES

The Employee agrees to follow the Employer's policies, including conduct, safety, anti-harassment, attendance, and technology use, as provided in the employee handbook and as updated from time to time.

- ☐ Employee handbook received & reviewed
- ☐ Confidentiality & data-security policy acknowledged
- ☐ Anti-harassment & safety policies acknowledged

7 CONFIDENTIALITY

The Employee will protect the Employer's confidential information and customer data during and after employment and will return all company property on separation.

8 TERMINATION

Employment may end as provided by its at-will or fixed-term basis, subject to any notice below; final pay is provided as required by state law.

NOTICE PERIOD (IF ANY)

FINAL-PAY TIMING (STATE LAW)

9 GENERAL TERMS

This Agreement is governed by the laws of the state identified below, without regard to its conflict-of-laws rules, and represents the entire agreement between the parties, superseding all prior discussions. It may be amended only by a writing signed by both parties. If any provision is held invalid, the remaining provisions remain in full force. Neither party is liable for delays or failures caused by events beyond its reasonable control (including weather, natural disasters, supply or labor shortages, or governmental action). Notices must be in writing and delivered to the addresses shown above. This Agreement may be signed in counterparts, including electronically.

GOVERNING STATE / JURISDICTION

10 ADDITIONAL TERMS

The parties may record additional agreed terms or special provisions below. Any handwritten addition or alteration should be initialed by all parties.

ADDITIONAL TERMS / SPECIAL PROVISIONS

11 SIGNATURES (all parties)

By signing below, each party acknowledges that they have read and understood this Agreement and agree to be bound by all of its terms as of the Effective Date.

EMPLOYER SIGNATURE

PRINT NAME

DATE

TITLE / CAPACITY (IF SIGNING FOR AN ENTITY)

EMPLOYEE SIGNATURE

PRINT NAME

DATE

TITLE / CAPACITY (IF SIGNING FOR AN ENTITY)