

# EMPLOYMENT AGREEMENT

1. The assistant will carry out the duties and responsibilities listed in the job description/ list of assigned tasks, and signed by assistant and employer.
2. Following are the hours the assistant will work:  
Monday \_\_\_\_\_ Friday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Saturday \_\_\_\_\_  
Wednesday \_\_\_\_\_ Sunday \_\_\_\_\_  
Thursday \_\_\_\_\_
3. The assistant will have the following time off:  
\_\_\_\_\_
4. The employer will pay the assistant \$ \_\_\_\_\_.\_\_\_\_ per hour.
5. When leaving, the assistant will give the approximate time of return and, if possible, leave a phone number where he/she can be reached. Also, when the assistant will be late in returning, he/she will call to let the employer know.
6. The assistant is responsible for paying for long-distance telephone calls made/received by the assistant.
7. The assistant will not be paid for scheduled hours not worked unless the time not worked is covered by a benefit as provided by the employer.
8. Both parties to this agreement will respect each other's individuality and treat each other accordingly. Both will attempt to be flexible and work at solving problems as they arise.
9. At least 2 weeks notice will be given by assistant regarding termination of this agreement.

Other agreements/ benefits:

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

\_\_\_\_\_ Employer \_\_\_\_\_ Date  
\_\_\_\_\_ Employee \_\_\_\_\_ Date