

# EMPLOYMENT AGREEMENT

This Employment Agreement is entered into between  
\_\_\_\_\_ (Employer) and  
\_\_\_\_\_ (Employee/Independent  
Contractor) on \_\_\_\_\_  
(the Effective Date).

We agree to these conditions:

1. **Duties and Obligations.** You, the employee/  
independent contractor, are hired to fill the position of  
\_\_\_\_\_.

Your duties are detailed in Attachment A.

2. **At-Will Employment.** Your employment is at-will at all  
times. Nothing in this Agreement constitutes a contract of  
employment for a specified term. This means your  
employment with this Employer is entered into voluntarily  
and is not for any specific period. As a result, you are free to  
resign at any time and for any reason. You agree to give 2  
weeks notice so that alternate care may be arranged and the  
Employer will not be put at risk.

The Employer has the same right and may end your  
employment at any time, with or without cause. The  
Employer is not obligated to give two weeks notice and  
employer will/will not provide severance pay as follows:  
\_\_\_\_\_.

3. **Employee/Independent Contractor.** Circle appropriate category.

A. You are an employee. Appropriate amounts will be withheld from your paycheck and sent to the IRS.

B. You are an independent contractor/employee. No money will be withheld from your paycheck for taxes; you are responsible for paying your own taxes.

4. **Compensation.** You will be paid every \_\_\_\_\_ (term) at the rate of \_\_\_\_\_.

5. **Benefits.** Circle appropriate option. During your employment, Employer *shall/shall not* maintain medical insurance for you with \_\_\_\_\_.

6. **Vacation; Sick Leave.** Circle appropriate options. You *shall/shall not* accrue vacation during the term of this Agreement. You will accrue \_\_\_\_\_ hour(s) of paid sick leave for each \_\_\_\_\_ hours worked, calculated based on a 40-hour work week. Any accrued and unused sick leave *shall/shall not* be paid to you when your employment ends.

7. **Personnel Policies.** You have been given a copy of the Employer's rules, policies and procedures and agree to comply with them. We agree that policies may be updated from time to time but will not change this Agreement. If policies conflict with this Agreement, this Agreement shall be controlling.

**8. Severability and Complete Agreement.** If any provision of this Agreement is unworkable, it will be removed from the Agreement, leaving the rest of the Agreement unchanged. This Agreement replaces any previous written and oral agreements between the parties. Written and oral agreements not in writing and signed by both parties are not binding on either party.

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EMPLOYER

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EMPLOYEE/INDEPENDENT CONTRACTOR