

I'm not robot!

THIS AGREEMENT made as of the ____ day of _____, 20__ between [name of employer] a corporation incorporated under the laws of the Province of Ontario, and having its principal place of business at _____ (the "Employer"); and [name of employee], of the City of _____ in the Province of Ontario (the "Employee").

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other good and valuable consideration (the sufficiency and receipt of which are hereby acknowledged) the parties agree as follows:

1. Employment

The Employee agrees that he will at all times faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.

2. Position Title

As a _____, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

- (a)-
(b) -
(c) -
(d) -
(e) Other duties as may arise from time to time and as may be assigned to the employee.

3. Compensation

- (a) As full compensation for all services provided the employee shall be paid at the rate of _____. Such payments shall be subject to such normal statutory deductions by the Employer.
(b) (may wish to include bonus calculations or omit in order to exercise discretion).
(c) The salary mentioned in paragraph (1)(a) shall be review on an annual basis.
(d) All reasonable expenses arising out of employment shall be reimbursed assuming

information regarding the Employer's customers, supplies, finances, research, development, manufacturing processes, or any other technical or business information.

8:2 The Employee agrees not to make any unauthorized copies of any of the Employer's business secrets or information without the Employer's consent, nor to remove any of the Employer's business secrets or information from the Employer's facilities.

9 PATENTS AND INVENTIONS

9:1 The Employee agrees to promptly furnish the Employer with a complete record of any inventions or patents which the Employee may create or devise during the employment with the Employer.

9:2 The Employee grants and assigns to the Employer all and entire rights and interest in any inventions and patents and all copyrights that result in any way from any work performed while employed by the Employer.

9:3 The Employee agrees that she/he does not have any past employment agreements that might conflict with this assignment.

9:4 The Employee also agrees to sign and/or execute any further documents necessary to allow the Employer the rights, title or patent to any such inventions or creations.

10 NON-SOLICITATION

The Employee agrees that she/he will not solicit or approach any of the Employer's customer's, clients or suppliers upon the discharge of this Employment Agreement. The Employee recognizes the Employer's legitimate business interest in respect of the Employer's customer's, clients and suppliers and as such agrees that any breach of this Clause shall entitle the Employer to injunctive relief and/or liquidated damages and/or account of profits for any said breach, or otherwise.

11 EXECUTION

THE ABOVE TERMS ARE OFFERED BY THE EMPLOYER AND ACCEPTED BY THE EMPLOYEE AND EVIDENCED BY THE REQUISITE AND DULY AUTHORIZED SIGNATURES ON THE DATE WRITTEN BELOW. THIS AGREEMENT WILL ONLY BECOME BINDING WHEN CONDITION 2:1 IS SATISFIED

Signed by _____ Signed by _____
For the Board
Name _____ Name _____
(for and on behalf of the Employer) (the Employee)
Date _____ Date _____

MISSOURI EMPLOYMENT CONTRACT

This Employment Contract ("Agreement") is made as of the ____ day of _____, 20__ between _____ with a mailing address of _____ City of _____ State of _____ ("Employer"), and _____ ("Employee").

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other good and valuable consideration, the parties agree as follows:

I. Employment. The Employee acknowledges that they will, at all times, faithfully, industriously, and to the best of their skills, experience, and talents, perform all of the duties required of the Position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules, and regulations, both written and oral, as are announced by the Employer from time to time.

II. Position Title. As a _____ ("Position"), the Employee is required to perform all of their necessary job functions and duties, and all other duties that may be assigned to Employee from time to time by Employer. This is a Part-Time Full-Time position with the expectation that the Employee will devote _____ hours per week to the Position. This may change from time to time as the Employer sees fit.

III. Compensation. As full compensation for all services provided, the Employee shall be paid at the rate of _____ dollars (\$_____) per Hour Annually and will be subject to review of their work on a periodic basis. Such payments shall be subject to standard mandatory deductions by the Employer (i.e., Federal & State Taxes, Social Security, Medicare) and shall be made on a Weekly Bi-Weekly Monthly Quarterly Annual basis.

IV. Benefits. In addition, the Employee will be eligible to participate in bonuses and other employee benefit plans established by the Company for its employees. The Employer currently offers the following benefits to its employees: _____ ("Benefits")

V. Probationary Period. It is understood and agreed that the first _____ days of employment shall constitute an initial term for the Employee ("Probationary Period"). During the Probationary Period, the Employee is not eligible for paid time off or other Benefits as mentioned in Section IV. During the Probationary Period, the Employer retains the right to exercise at will employment at any time and may terminate the

Sample Manager Employment Contract

This Employment Contract ("Agreement") is made as of the ____ day of _____, 20__ between _____ with a mailing address of _____ City of _____ State of _____ ("Employer"), and _____ ("Employee").

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other good and valuable consideration, the parties agree as follows:

I. Employment. The Employee acknowledges that they will, at all times, faithfully, industriously, and to the best of their skills, experience, and talents, perform all of the duties required of the Position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules, and regulations, both written and oral, as are announced by the Employer from time to time.

II. Position Title. As a _____ ("Position"), the Employee is required to perform all of their necessary job functions and duties, and all other duties that may be assigned to Employee from time to time by Employer. This is a Part-Time Full-Time position with the expectation that the Employee will devote _____ hours per week to the Position. This may change from time to time as the Employer sees fit.

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Employment agreements

The purpose of an employment agreement is to set out the terms and conditions of the relationship between an employer and an employee. It states the obligations they have to each other and the benefits they will receive from each other. Each agreement must be tailored to suit an individual employment relationship.

Employment agreements do not need to repeat terms and conditions set out in the organization's policies. Employment agreements may need to be more detailed if policies are not in place or if the particular position has specific requirements. For example, overtime rules may be specific to the position, or the employee may have access to confidential information because of the work they do.

This template is a guide. It is not a substitute for information about the laws and standards of practice that apply in any specific situation.

Sample content for an employment agreement

According to the terms of this agreement, (*Organization*) will employ (*Individual*) in the position (*Title*) beginning on (*Start Date*) *OR* from (*Start Date*) to (*End Date*).

Without an end date, the agreement will remain in effect until it is cancelled by one of the parties. Terms for canceling the agreement are part of the agreement (see below).

A "fixed term" agreement should include terms for renewing it. For example, you can state that the agreement is automatically renewed at the end of each period unless one of the parties cancels it. If you opt for automatic renewal, you should also specify that neither party can refuse to renew; that is, the contract ends only when one of the parties cancel it.

Duties and responsibilities

Duties and responsibilities can be described in an attached position description, which should be referred to as "part of this agreement". Or a description of the duties and responsibilities can be incorporated into the body of this agreement.

Reporting lines

The (*Title*) reports to (*Title of supervisor*).

Compensation

Salary: The annual salary of the (*Title*) is \$ _____ for the first year.

The annual salary will be increased by ____% effective on (date).

OR

Salary increases will be negotiated to take effect at the beginning of each renewal period.

Group insurance:

The (*Title*) is eligible for coverage under the organization's Group Insurance plan (*refer to policy or description of plan*).

OR

The (*Title*) will receive payment equivalent to ____% of salary in lieu of benefits.

Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

HR Council for the Nonprofit Sector
www.hrcouncil.ca

Can you make an employee sign a contract. Employee contract template uk word.

An employment contract (or employment agreement) defines the terms of a legally binding agreement between an employee and employer such as compensation, duration, benefits, and other conditions of the employment relationship. Legal agreement between employee and employer Outlines responsibilities, compensation, and benefits Different types of employment contracts for different work statuses Table of Contents What is a Contract of Employment? An employment contract recognizes a legal business relationship between an employer and an employee. The contract of employment outlines the rights and responsibilities of both parties for the duration of employment. For example, the set of functions an employee will perform, and the salary the employer agrees to pay in return. As a reference, people also refer to an employment contract as: Employment Agreement Work Contract Job Contract Contract of Employment Contract of Service Before issuing an Employment Agreement, you should request that the candidate provide an Employment Verification Letter to verify their income and employment history. Types of Employment Contracts There are various different types of employment contracts to accommodate the different employment statuses of individuals. Some of the most popular types of employment contracts include: Permanent employment contracts – for employees who will work regular hours (part-time or full-time), are paid a salary or hourly rate, and are ongoing until terminated by either the employer or the employee. Temporary or fixed-term employment contracts – for employees that work part-time or full-time and are employed for a fixed period of time or are employed temporarily with no fixed end date but termination is expected on notice. Executive employment contract - outlines contractual obligations and expectations between a usually highly compensated executive and an employer. It is typically negotiated between the two parties and can involve legal assistance. Other employment contracts you may want to consider include: Freelance contract Independent contractor agreement What is Included in an Employment Agreement? A simple employment contract will identify the following basic elements: Employee: Name of person being hired to work. Employer: Name of the company hiring the employee. Position: Title and description of employee's role/s and responsibilities. Compensation: Amount of money paid per hour, week, or month, including any overtime, bonus(es), or commission, and the compensation schedule. Start Date: When the employee will start working for the employer. Term: Indefinite or fixed amount of time the employee is expected to work. For example, you may have all new employees sign a 1-year employment contract with an option for extension upon review. Benefits: Details about disability protection, health insurance, vacation, sick days, paid time off (PTO), maternity leave, and any other benefits. However, many standard employment agreements also include provisional clauses that offer further legal protection for the company: Non-compete: A non-compete agreement prohibits the employee from working for competing companies or competing with the employer if they leave, including misusing confidential information. Non-solicitation: Employees may not recruit other co-workers to join them when they leave the company. Furthermore, the employee is not allowed to ask the company's clients or customers to follow them to their new company. If you live in California, Montana, North Dakota, and Oklahoma, however, restrictive covenants are not allowed and employees are allowed to work for competitors. Probationary Period: A period of time where the employee is essentially "on trial" and may be terminated if deemed unsuitable. Termination: The reasons why the employment relationship may be ended. Work for Hire Clause: Anything created by the employee at work belongs to the company. Agency Provision: Clarifies that the employee does not have the authority to enter into a contract on behalf of the employer unless there is written consent. A contract of employment form may also include a reimbursement provision stating that the company will pay the employee back for expenses job-related expenses like a cell phone, business travel, or relocation. Additionally, an employment contract can require employees to give a certain amount of notice before quitting, so they can help hire or train their replacements. Furthermore, by documenting clear expectations and job responsibilities, and employment agreement letter allows employers to discipline and fire employees who do not meet work performance standards. Without a written employment agreement form, an at-will employment contract is usually implied. In other words, the employee is free to quit at any time, and the employer is free to fire the employee at any time – as long as the basis of dismissal is not deemed as wrongful termination. An employment contract offers legal protection to both an employee and employer. In the event a dispute arises, both parties can refer to the original terms agreed to at the beginning of the working relationship. Avoid mistreatment and legal repercussions for both parties by drafting an employment contract today. How To Write an Employment Contract? Here's a step-by-step to writing an employment contract: Step 1 – Identify the Parties You will want to start the employment contract by stating which parties are entering into the contract. Clearly put the business name and name of the employee involved. An example of where to include party information in our employment contract template Step 2 – Term and Probationary Period Next, you will want to outline what the term of the employment contract is, such as if it's permanent, temporary, or at-will. You will also want to include if there will be a probation period for the employee, and if so, how long it will be. An example of where to include term and probationary period information in our employment contract screenshot Typically, a probationary period is between three and six months. This is usually a good amount of time to see if a new employee is a good fit for your company. Step 3 – Compensation and Employee Benefits In this section, you should include the base salary of the employee and how often they will be paid, such as once a week or once a month. You should also cover how much compensation the employee will receive for any overtime and then any additional compensation they will be entitled to, such as commission. An example of where to include compensation details in our employment contract template Employee benefits, such as paid time off, sick leave, and how the employer will reimburse the employee when it comes to expenses, should also be addressed. An example of where to detail information about employee benefits in our employment contract template Step 4 – Non-Compete and Confidentiality If you're including a non-compete clause you should include how many months following the employee's termination that they cannot engage in certain activities that may compromise the agreement. Whether you include a non-compete or not, you should state if the employee will be exposed to confidential information or not, below this section. An example of where to include a non-compete clause, if you require one, in our employment contract template You may want to include a non-compete clause if you don't want the employee to share information learned during employment with competitors or even start their own business with that information. If you need something more detailed you can use a non-compete agreement. Step 5 – Termination and Severance It's crucial that you include details about the termination of the employment agreement, stating how much notice the employee must give to the employer and vice versa. Any severance entitlement should also be included in this section. An example of where to include severance information in our employment contract template Employment Contract Template & Sample (PDF & Word) The standard employment contract template below defines all necessary terms of an employment relationship – terms that become legally binding when signed by the employer and employee. Employment Contract Example The employment agreement example below details an agreement between the employer, Susan C Clarke, and the employee, Rudolph M Hettinger. Susan C Clarke agrees to employ Rudolph M Hettinger as a Personal Assistant. This sample letter of agreement between employer and employee, Susan C Clarke and Rodolph M Hettinger will become legally binding once signed by both parties. Note: You should use an Independent Contractor Agreement if you are hiring a business or self-employed person to accomplish a short-term project or task. Pros and Cons of an Employment Contract Clearly outlines responsibilities and duties Protects both the employee and employer Offers stability Limits flexibility Administrative burden and costs Cannot immediately fire employees for poor performance An Employment Agreement (sometimes called a Work Agreement) is the document by which employers and their employees (or contractors or freelancers) can define their rights and obligations at the start of the employment relationship. Often times, employment relationships begin with an offer letter that defines certain terms and conditions of the work structure. An Employment Agreement, however, is a more robust and detailed document that allows the employer to go in depth about what is expected of the employee, and allows the employee to understand how things like pay raises and vacation time will be handled. For this reason, Employment Agreements allow both employers and employees to be protected in case there is a disagreement later on about something that may have been unclear between the parties. Although an Employment Agreement can be as basic or as specific as required by the parties, normally an Employment Agreement will contain information such as the names and addresses of the parties, as well as things like the details and responsibilities of the employee's work. Creating an Employment Agreement before bringing onboard an employee that will be a meaningful part of the team is a good idea, so that everyone can be clear about what the expectations are upfront. How to use this document Either an employee or employer can use this document when they've decided to begin a new employment relationship, no matter what the structure of that relationship will be. In this document, the form filler will define the important components of the new employment relationship. Either party can fill out the details and this agreement will cover more than just the traditional full-time, permanent employment relationship. This Employment Agreement will help outline the expectations of both parties before the work actually begins. In this Employment Agreement, the employer will also be able to set a term for the employment relationship. In other words, the employer can decide if the agreement should go on indefinitely or whether it should end at a certain time. This Employment Agreement will also protect the employer for specific situations after the termination of the relationship, such as in case the employee received trade secrets or confidential information while working for the employer. When this document is complete, the employer should have their employees sign it. Then a copy can be given to the employee and a copy kept with the employer. Applicable law Employment and employment agreements in the United States are subject to both Federal laws and specific state laws. For example, the federal Fair Labor Standards Act (FLSA) covers wages and overtime pay for certain sectors. State laws, however, may define and restrict how employers can protect themselves if an employee tries to take their clients or use confidential information. How to modify the template You fill out a form. The document is created before your eyes as you respond to the questions. At the end, you receive it in Word and PDF formats. You can modify it and reuse it.

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