Employment agreement template

CONTRACT TEMPLATE

Check this template against your local regulations and your own policies before you use it.

This employment agreement is made on date between employer's legal name of employer's address (the Employer) and employee's full name of employee's address (the Employee).

1. Position and duties

The Employer employs the Employee as job title, reporting to manager's title.

The Employee will carry out the duties in the position description attached to this agreement, and other reasonable duties the Employer asks of them that fit their skills and role.

2. Start date and probation

Employment starts on start date and continues until it is ended under clause 10. Delete if it's ongoing: It ends on [end date], unless extended in writing.

The first number months are a probation period, during which either party may end employment with probation notice period notice.

3. Place of work

The Employee will work at workplace address, or remote or hybrid arrangement, and at other places the Employer reasonably needs.

4. Hours of work

The Employee's ordinary hours are number hours a week, days and times. The Employee may be asked to work reasonable additional hours, which are paid as overtime / included in the salary.

5. Pay

The Employer will pay the Employee salary or hourly rate, paid weekly / fortnightly / monthly into the Employee's nominated account, less any deductions the law requires.

The Employer will make any pension, retirement or superannuation contributions the law requires. Add any bonus, commission or allowances, or delete this sentence.

Pay is reviewed every year / on another schedule. A review doesn't have to lead to an increase.

6. Leave

The Employee is entitled to number days of paid annual leave a year, and to sick, parental and other leave as the law provides.

Leave is requested through how leave is requested, e.g. the leave request form and approved by the Employee's manager.

7. Policies

The Employee will follow the Employer's policies and procedures, as they change from time to time. The policies are not part of this agreement.

8. Confidentiality

During and after employment, the Employee will keep the Employer's confidential information confidential and use it only to do their job. Confidential information includes client details, pricing, plans, systems and anything else not publicly known.

9. Intellectual property

Work the Employee creates in the course of their employment belongs to the Employer.

10. Ending employment

After probation, either party may end employment by giving notice period written notice, or any longer notice the law requires. The Employer may pay the Employee instead of notice.

The Employer may end employment without notice for serious misconduct, where the law allows.

When employment ends, the Employee will return all of the Employer's property, documents and devices.

11. Entire agreement and governing law

This agreement, with the position description, is the whole agreement between the parties about the employment. Changes must be in writing and signed by both parties.

This agreement is governed by the law of country, state or province.

Signatures

Signed for the employer

Signature _____ Name _____ Title _____ Date _____

Signed for the employee

Signature _____ Name _____ Title _____ Date _____