

4.2 Employee Contract

Directions: Discuss the specific employment terms as a team.
Then have each employee review and sign the completed contract.

Employee Info

Employee Name: _____

Company Name: _____

Job Position: _____

Responsibilities

What tasks will you be expected to complete as part of your job?

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Salary Information and Schedule

Attendance and Participation

Employee Signature

CEO Signature

Date

**Provide sample contract to teacher*