

Conditions of Employment

An agreement between _____ (company name), (employer), and _____ (name), employee.

As of this ____th day of _____, 20____, the employer and employee agree on the following terms of employment:

1. The attached list of responsibilities outlines the work that will be required of the employee. In addition, other reasonable responsibilities may be required of the employee, who shall be clearly notified of said responsibilities at such a time.
2. The employee's failure to perform the functions mentioned in #1 will be grounds for warning or termination of employment, at the discretion of the employer.
3. Any on the job use of alcohol or any illegal drug by the employee will be grounds for immediate termination of employment.
4. The employee must be sober and alert when arriving at work. Intoxicated employees will not be allowed to work. Such lost time of work will not be recompensed to the employee; and, if occurring more than once, will be grounds for immediate dismissal.
5. Any reckless driving, or other irresponsible and/or dangerous activities will be grounds for warning or dismissal, at the discretion of the employer.
6. No form of personal or sexual harassment will be allowed. Any such activities will be grounds for immediate termination of employment. Any employee convicted of such offenses outside the work place will be immediately terminated as well, since they pose a legitimate threat to the company's other employees.
7. In recompense for the employee's services, he/she will be paid at the following rate: (State weekly, bi-weekly, or monthly wages.)
8. The employee will also receive the following benefits: (State the fringe benefits that the employee is to receive, such as insurance, company car, etc.)
9. In addition to other reasons mentioned in this agreement, employment may be terminated, if such is in the best interest of the employer for financial or other reasons.
10. If the employee is terminated for reasons unrelated to poor performance of his or her duties, the employee shall be entitled to two weeks severance pay. Such wages will be paid no later than the next general payday following the termination of employment.
11. Any form of personal or sexual abuse that occurs on the job must be reported immediately to an officer of the company. It is the policy of _____ (name of company) to immediately terminate any persons engaging in such activity; and the company shall not be held responsible for such abuse, unless the person committing same has been reported to the company and appropriate actions are not taken. In all other cases, the employee agrees that the person initiating such activity is responsible, holding the employer harmless.
12. The employer reserves the right to change this agreement at any time. In such a case, the employee will be notified of the changes and asked to agree or disagree with such modifications. If the employee agrees, employment will continue. If he or she does not agree, employment may be terminated in accordance with items number 9 and 10 of this agreement.

Terms of agreement accepted this day by:

Employee

Representative of employer

Witness

Witness