



## ***Job Description - Employer/Employee Agreement***

**Title:** \_\_\_\_\_

**Employee Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Rate of Pay:** \$\_\_\_\_\_/Unit: Hour

**WORK SCHEDULE** - The employee's work schedule will be as follows:

**WORK DUTIES** - The following is a description of the work to be performed by the employee:

### ***Employee Responsibilities for Reporting to Work/Time Off (Please initial):***

I \_\_\_\_ agree to report to work on time.

I \_\_\_\_ agree to carry out assigned duties and responsibilities as explained by my employer.

I \_\_\_\_ agree to tell my employer two weeks in advance when I need time off. Vacations dates will be set by mutual agreement between the employer and me.

I \_\_\_\_ agree to call my employer with as much advance notice as possible if I am ill or if I am unable to report to work on time due to emergencies (car trouble, severe weather, etc.).

I \_\_\_\_ understand I am expected to be dependable.

I \_\_\_\_ agree to give my employer two weeks written notice if I decide to terminate my employment agreement.

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I have discussed the Job Description and responsibilities with my employer or my employer's representative. My signature below indicates agreement with and understanding of the duties required and the hourly rate of pay when providing this service to or for my employer.

\_\_\_\_\_  
Employer or Representative Name

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employer or Representative Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date