



Employer/Employee Agreement

This agreement between

Print (Employer)

and

Print (Employee)

is executed to make the terms of employment clear.

Employee Start Date: ___/___/___

WORK SCHEDULE

The employee's work schedule will be as follows:

EMPLOYEE RESPONSIBILITIES:

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. Vacation 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.

I have read and understand the job duties expected of me.

Signature of Employee

Date

Signature of Employer

Date