***Short Sample Employment Agreement***

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ :

This confirms our employment agreement discussed on \_\_\_\_\_\_\_\_\_\_\_\_. Your employment as an attendant will become effective on \_\_\_\_\_\_\_\_\_\_\_\_.

Duties will include personal assistance and housekeeping tasks as stated in the attached job description. Hours of work will be flexible and total no more than\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bi-weekly.

There will be a probationary period of three months which will expire on \_\_\_\_\_\_\_\_\_\_\_\_. A performance evaluation will be given at that time.

Your salary will be $\_\_\_\_\_\_\_\_\_\_ per hour worked, payable on the last working day of each two-week period. The following deductions will be made from your gross salary: Canadian Pension Plan Premium, Employment Insurance Premium, Income Tax. Vacation pay of 4% of gross salary will be added to each bi-weekly paycheque. You will give me at least one month’s notice when you wish to take your vacation time.

You will be entitled to the following paid public holidays: New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. You understand that you may be asked to work on a public holiday throughout the year but have the right to refuse.

In case of sudden illness or other unforeseen event resulting in your inability to work your shift, you will make every effort to notify me as soon as possible so that I can arrange for emergency attendant services.

This agreement can be terminated by either party with two weeks’ notice. If you agree with the terms of this agreement, please date and sign both copies and return one to me.

Yours sincerely,

(your name)

I agree with the above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10