



Veterans Directed Home & Community Based Services

Oregon State-Wide Program

Employment Agreement

This agreement is between	Employer:	
	Employee:	

Duties

Employee agrees to perform the following duties as instructed:

Employer will provide supplies needed to perform these duties. Employee will notify Employer when supplies are running low.

Work Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours:							

Holidays needed to work: _____

Start date: _____ Total Hours per week: _____

Changes in schedule may be negotiated with _____ (number) of days advance notice.

Wages and Pay Checks

Rate of pay is: \$ _____ per hour. If separate duty rates, second rate: \$ _____	Pay Schedule: <input type="checkbox"/> Biweekly. Timesheets must be submitted by set schedule and sent to Premier Financial Management Services, LLC.
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The above pay rate is before taxes. A W-2 statement will be supplied to the employee. It will be the employee's responsibility to provide current mailing address to employer.

Performance Reviews

Performance reviews conducted:	<input type="checkbox"/> Formal review after 6-months of employment and annually thereafter <input type="checkbox"/> At least monthly, informal discussions with employee for first 6 months. Note: A pay increase may follow performance reviews, but there is no guarantee of an increase. Raises will not be given if employee's work is deemed unsatisfactory.
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Breaks and Leave Policies

Breaks: One fifteen-minute break every (4) four hours and one 30-minute lunch after six (6) hours of continuous work, as per Oregon Law.

Rules and Expectations

Vacation, holiday and sick leave policy: Employee may take vacation or medical leave without pay with two (2) weeks prior notice and permission from the employer.

Other notes:

Notification for unavoidable delays or absences: A phone call will be expected as soon as the Employee is aware of needed absence.

Other notes:

Making up hours missed: Please discuss with Employer to make arrangements for missed time within two (2) weeks of missed time.

Other notes:

Employer confidentiality: Employee is expected to retain employer confidentiality regarding physical or psychological condition, or any other personal specifics of the Employer.

Other notes:

Employer privacy: Employee is expected to respect Employers privacy as specifically stated by Employer.

Other notes:

Smoking policy: Smoking is prohibited on the property/in residence. Please exit to smoke.
 Smoking is allowed at workplace only in designated area(s).

Other notes:

Substance free workplace policy: This is a drug and alcohol free workplace. If it is found that the Employee is consuming substances while working or arrives at work under the influence, the Employee will be immediately terminated.

Other notes:

Guests: Employees may have one guest visit for a maximum of ___ minutes.
 Employees may not at any time have visitors.

Other notes:

Cell Phone: Employees may only take or make telephone calls during break periods, and only in designated areas.

Other notes:

Breaking or damaging employer's property: Property damage to employer's property may result in immediate termination and/or restitution of a fair cost of the item.

Other notes:

Grounds for termination: Absences, arriving late, and leaving early without permission may result in immediate termination. Violation of any of the above activities may also result in termination.

Other notes:

Use of Personal Property

The following is a list of person property items that the employer has **agreed** to allow the Employee to utilize.

Personal Property:

Vehicle (only as employer wants used)

Television or Radio (circle item(s) agreed for use)

3. Other:

4. Other:

Employer's Responsibilities: (Check appropriate items)

Employer will not expect Employee to stay past the agreed-upon work schedule.

Employer will be ready for the Employee to begin work upon his/her arrival.

Employer will be responsible for finding an emergency back-up Employee/Agency.

Employer will maintain records of Employee's performance and related information.

Other:

Other:

Other:

Other:

Employee's Responsibilities:

Employee will respect the confidentiality of the employer.

Employee will complete the duties described in the job description and as needed.

Employee will be prompt and be on-time.

Employee will call if he/she is going to be late.

Employee will give at least 24 hours notice of he/she will be not be coming to work.

Other:

Other:

Other:

Absence Policy:

Both the Employer and the Employee **must** provide at least _____ (number) of days advance notice of an interruption to the work schedule. In case of an emergency, the Employer and the Employee must notify each other as soon as possible.

Termination due to Absence, Tardy, and Notification:

_____ Number of days absent will result in termination.

_____ Number of days tardy, more than 15 minutes late, will result in termination.

_____ Number of days absent **without** advance or proper notification will result in termination.

Other:

Resignation Notice Procedure:

The Employee will provide to the Employer _____ (number) weeks notice before quitting his or her position.

Other Procedures/Policies:

Signing below certifies that [both the Employer and Employee] have read and agree to this Employment Agreement.

Employer:		Date:	
Employee:		Date:	