

Employment Contract Template

Job title and description

This part of the employment agreement is straightforward. The job title and description outlines what the new employee will do. It's a summary of duties and responsibilities, giving a clear picture of the role. It helps both the employer and the employee understand what's expected.

Compensation

Here's where you talk money in the employee contract. Compensation covers salary or hourly wage. It should also mention overtime rates if applicable. The terms and conditions for raises or bonuses can be included here too.

Work schedule

This section details the expected work schedule, like 9-to-5 or shift work, as per the term of employment. It's important for both the employer and the employee to agree on this. It can also mention flexibility or the potential for remote work.

Probationary period

A probationary period is like a trial run in an at-will employment agreement. It's a time when the agreement may be terminated by either party with minimal notice. This gives both the new employee and the employer a chance to see if it's a good fit.

Termination and notice period

This is about how to end things properly. The termination and notice period clause sets how much notice the employee or employer needs to give to end the employment agreement. It's a key part of the terms and conditions.

Benefits

Benefits aren't just health insurance. They can include vacation time, pensions, or gym memberships. It's a part of the job offer letter that can really matter to an employee.

Confidentiality and non-disclosure

Super important for protecting trade secrets. The confidentiality and non-disclosure clause means the employee agrees not to share secret company info. It's a must in most contracts.

Intellectual property

This part states that what the employee creates at work, stays with the employer. The intellectual property clause, often part of an independent contractor agreement, covers inventions, ideas, or other creations made during employment.

Non-compete and non-solicitation clauses

These clauses are about the future. Non-compete and non-solicitation clauses prevent the

employee from joining a competitor or poaching clients for a set time after leaving the company. They're key for protecting the business.

Dispute resolution

If things get rocky, the dispute resolution section, governed by the laws of the state, outlines how disputes are handled, often through mediation or arbitration. It's a way to solve issues without going to court.

Code of conduct

This outlines expected behavior in the employee handbook. The Code of Conduct can cover everything from dress code to social media use. It's about setting standards for how both the employer and employee may act.

Severance

In cases where employment may be terminated, the employee must understand the severance terms, which are often detailed in a separate PDF document attached to the contract. This outlines any compensation or benefits the employee is entitled to upon leaving the company.