**Employment Contract**

**Summary of Employee Benefits**

Part-time employees who work 30 hours or less a week regularly, and have successfully completed their 90-day orientation period are entitled to holiday compensation, as explained in **Holidays.**

Part-time employees are not eligible for medical insurance.

Full-time employees work more than 30 hours a week regularly, and have successfully completed their 90-day orientation period are entitled to holiday compensation as explained in Holidays, paid vacation/sick leave, and partial medical insurance reimbursement.

**Employee Compensation**

Payroll is calculated weekly on Fridays, and is based on the hours worked (and holidays and personal time off) during that timeframe. Payroll checks are distributed (direct deposit) the following week. Deductions for Federal and State withholding taxes, Social Security and Medicare are automatically factored into paychecks. The portion of medical

insurance premiums covered by (Name of School) are reimbursed at the beginning of each month.

Per Oregon state laws, we compensate time and a half for all hours worked over 40 hours per

week. Hours worked is defined as actual hours, and does not include weeks that had paid holiday time, paid sick leave, or paid vacation time off.

**Holidays**

PART TIME

We grant paid time off to Part-time employees for the holidays listed:

• New Year’s Day

• Memorial Day

• Labor Day

• Thanksgiving Day

• Christmas Day

FULL TIME

We grant paid time off to Full-time employees for the holidays listed:

• 2 weeks Christmas Break

• MLK Day

• 1 week Spring Break

• Memorial Day

• Labor Day

• Columbus Day

• Thanksgiving Day

**Vacation/Sick Pay**

Regular Full-time employees are eligible to take paid vacations/ sick leave according this schedule:

5 days per school calendar year (September 1 to August 31)

These days are eligible to use after the ninety days orientation period. They are not valid prior to

the 90 days. Please inform head administrator as soon as possible if you plan to take a day off, so that a substitute teacher may be called on your behalf. You may be denied a vacation day if a

substitute teacher cannot be arranged. All time off should be noted in the school’s calendar.

**Personal and Sick Leave**

ALL Employees must call or text at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the night before if they are feeling sick so that a substitute teacher may be arranged. If you call in the morning before your shift, you will be asked to come into work until a substitute can arrive to take over your duties. Please call the employer as soon as possible if you have an unexpected illness or emergency.

Employees who have been under our employment for at least the last twelve months are granted extended, unpaid personal leave for up to eight weeks, including maternity or paternity leave, bereavement, and other personal reasons when scheduled at least 30 days in advance.

**Paid Absences**

Jury Duty can be served without a loss of earnings when court is in session. An employee

may be requested to defer jury duty if it is determined that their absence would

create staff shortages during that time. (Name) will pay your normal earnings

only during court attendance, and employees are expected to work their regular

schedule when court is not in session. We cannot cover earnings if you care called for

a lengthy trial, however. Please notify staff as soon as possible of your summons.

**Health Care Insurance**

We offer health insurance reimbursement to our regular Full-time employees after an initial 90-day orientation period. Employer covers up to $100 of the monthly premium (with the

remainder to be covered by the employee), to a medical plan of the employee’s preference. The

reimbursement is included in the first pay period of each month.

**Disability Insurance**

Employer covers all employees in accordance with Oregon state regulations for

worker’s compensation.

**Retirement Plan**

At this time, we do not offer retirement plan contributions, but highly encourage employees to

invest in a personal Traditional IRA’s or Roth IRA’s.

**Education and Training Hours**

ALL Employees are required to keep current Food Handlers, CPR/First Aid, and Abuse and

Neglect training certificates. ALL Employees are required to complete 15 training hours per

calendar year at training facilities approved by the Oregon Childcare Registry.

When approved, the school will reimburse course fees (up to $800 per year), for courses that are applicable to the employee’s job duties and continuing education credit needs. We require a copy of all certificates earned.

**Volunteer Opportunities**

An employee’s personal volunteer positions or pro-bono activities are not covered as part of

compensation. This includes attendance to school events such as art shows, garden potlucks, and back to school nights.

**Professional Licensing and Associations**

You will be required to submit a copy of all college transcripts and teacher trainings to our school so we can submit them to the Oregon Child Care Registry. You will be required to enter the state’s ‘Step Program’ and will be assigned a step in the Registry according to your merits.

**Contract Termination**

If employment is terminated prior to \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) all course fees, totaling up to $800, are to be paid back by employee to employer.

Contract Effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly Compensation: $\_\_\_\_\_\_\_\_\_/hour

I have read and understand the Summary of Employee Benefits:

Employee Date & Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_