



Staff Agreement

THIS AGREEMENT is entered into by and between _____, a staff member, and Kids Central, Inc.

In consideration of the sum of (\$_____) per school year, or more specifically, (\$_____) per pay period for a term of _____ pay periods, said staff agrees to well and faithfully perform the duties assigned by the agency.

AND IT IS FURTHER AGREED:

- 1) That said term shall commence on the _____ day of _____, 2005, and shall include _____ days of service as scheduled on the Kids Central, Inc. calendar.
- 2) A timesheet will be completed and turned in to the supervisor every two weeks.
- 3) In the event of an absence of said staff member, vacation or sick leave will be deducted from their current balance. In the event that said staff member does not have vacation or sick leave available, the amount of missed time shall be deducted from the pay of said staff member.
- 4) In the event said employee works more than forty hours in any one week, employee shall be compensated at a rate of 1 ½ times their regular hourly rate. Supervisors must approve all overtime. This overtime amount will be paid in addition to above pay.
- 5) This agreement will not supersede any current policies and procedures.
- 6) This agreement is not a contract for employment. Rather, this agreement applies only to the manner in which employees are paid and should not in any way be construed as a contract for employment.
- 7) Upon separation of employment, employee will be paid for the number of days actually worked. Any adjustment necessary will be made on the employee's last paycheck.

Dated _____, 2005 _____
Staff Member

Dated _____, 2005 _____
Executive Director