

Title: Employee and Contractor Employment Agreements and Job Descriptions

Purpose: To ensure that all paid employees/contractors have employment contracts and job descriptions stating specific items relating to their jobs.

I. Employment Contract

A. Office Manager

1. Board of Directors will create employment contract that includes:
 - a. hours to be worked each week
 - b. hourly wage
 - c. job description
 - d. job responsibilities
2. Office manager will sign employment contract, including date signed.

B. Maintenance Contractor

1. Board of Directors will create Contractor contract that includes:
 - a. hours to be worked each week
 - b. hourly wages for each specialty positions, such as, but not limited to laborer, carpenter, supervisor
 - c. job responsibilities for the position of Maintenance Contractor
2. Maintenance Contractor will have proof of health insurance and liability insurance, where a copy of insurance card will be attached to employment contract
3. Maintenance Contractor will sign Contractor contract, including date signed.

II. Emergency Contact Information

1. Each employee, whether paid or contracted, will fill out an Emergency Contact Form. This form includes:
 - a. Name
 - b. Address
 - c. Phone
 - d. Emergency Contact Name
 - e. Emergency Phone Number
 - f. Insurance Company
 - g. Insurance Group Number
 - h. Allergies to medications
 - i. Medications taken
 - j. Previous Medical History
2. This form is to reside in the office, on top of the desk, in a folder named "Employee Emergency Information Forms" for easy access.

III. Job Descriptions

1. Job descriptions are available for each specific job category.
2. Employees are to read and sign a copy of their job description each year acknowledging understanding and agreement to fulfill job responsibilities and functions.