

Contract of Employment
Plymouth Congregational United Church of Christ
(PCUCC)

Name:

Date:

Job Title/Position:

Compensation:

Salaried: *(or if hourly, rate, #hrs/wk, amt of paid or unpaid vacation)*

(If hourly, schedule- days of week, hours/day- eg 9:00am-2:00pm)

Effective date:

Benefits:

A job description is attached as part of this Contract of Employment, to be initialed by an HR Committee member and yourself.

This Contract of Employment is not an employment contract for a specified or agreed-upon term. This Contract will remain in effect as long as PCUCC employs the undersigned.

Employment is subject to a 90-day probationary period, after which time the Human Resources (HR) Committee will meet individually with both the Supervisor and the employee to discuss the employee's progress as well as other aspects of the employee's performance from both perspectives.

All employees shall follow the personnel policies of PCUCC at all times during the course of their employment, including all safety and training requirements as the same may be disclosed or described upon inception of employment or implemented by the employer from time to time thereafter. A copy of the PCUCC Personnel Policies accompanies this document.

Employees are covered by Workers' Compensation. Employees must immediately report any accident injury, near accident, or near injury to their supervisor.

This position requires:

Two (2) weeks' notice _____

Other _____

Employer Representative
Chair, HR Committee

Employee