**EMPLOYMENT CONTRACT WORKSHEET**

This worksheet sets out employment contract negotiable provisions. The subjects reflect those of the model employment contracts.

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| **SPECIAL DEFINITIONS** |
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| **DESCRIPTION OF JOB DUTIES** |
| Name of position |
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| Essential job functions or duties |
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| Place and hours of employment |
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| **LENGTH OF AGREEMENT** |
| Original term |
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| Conditions for right to extension |
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| **BENCHMARKS AND PERFORMANCE TERMS** |
| Place in here any benchmarks or performance terms you wish to establish, including skills enhancement, production, revenue, overhead, number of new clients, volume of sales, percentage of overhead reduction, efficiency of operations and other areas that you can quantify and create benchmarks for. |
| Skills enhancement |
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| Production |
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| Revenue |
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| Overhead |
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| Number of new clients |
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| **COMPENSATION TERMS** |
| Base compensation (salary, hourly or commissions) |
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| Overtime authorisation |
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| Commission arrangements including when "earned", draws, and effect of termination on pending deals |
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| Incentive programs |
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| Expenses, allowances, etc. |
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| Salary adjustments |
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| **BENEFITS** |
| Health, dental, vision, life, disability and professional liability insurance |
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| Professional licences, memberships & dues |
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| Leave |
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| Stock options, bonuses, profit-sharing, and retirement |
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| Educational reimbursement |
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| **TERMINATION** |
| “At-will” or “for cause”  |
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| Definition of “at-will” |
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| Definition of “cause’ |
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| Severance terms for termination without cause |
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| **COVENANTS** |
| Specific information subject to non-disclosure of trade secrets, customer lists or other proprietary information covenants |
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| Non-solicitation agreement period [NUMBER] months/yrs |
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| Non-recruit agreement period [NUMBER] months/yrs |
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| Non-competition agreement period [NUMBER] months/yrs (Note: not enforceable in some states)  |
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| **PROPERTY RIGHTS** |
| Existing clientele of employee (specify) |
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| Existing equipment |
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| Existing licences, patents, copyrights, etc. |
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| **INDEMNIFICATION FOR 3RD PARTY CLAIMS** |
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| **ARBITRATION AND MEDIATION PROVISIONS** |
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| **LIQUIDATED DAMAGES AND LIMITS ON DAMAGES** |
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| **ATTORNEY'S FEES CLAUSE** |
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| **MISCELLANEOUS CLAUSES** |
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