

Sample Employment Agreement

An agreement between _____, Main Street Executive Director and the _____ Main Street Program.

_____ Main Street, inc. agrees to pay _____, Executive Director, an annual salary of \$_____ beginning _____. Salary is to be paid on a bi-monthly basis (or every other Friday.) A performance review will occur after a ___ (three-month) period. A salary review will occur during the anniversary month of hire, with a possible salary adjustment based on execution of the Executive Director's job description.

_____ will also receive paid compensation at the regular rate for ___ (7?) holidays (New Year's Day, Good Friday (1/2 day), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve (1/2 day) and Christmas Day, and up to 120 hours of personal time; 80 hours (10 days) is to be regarded as vacation time and the remaining 40 hours as sick/personal time. Personal time can be accumulated to a maximum of 240 hours. This personal time begins to accumulate with the first day of employment and accrues at the rate of 8 hours per month. Personal time is not accumulated on unpaid leaves of absence or layoff. (Consider adding in paid bereavement time in case of an immediate family member's death.)

An allowance of \$_____ per month will be provided for health insurance premiums. The carrier chosen by the Executive Director.

An allowance of \$_____ per year will be provided for membership dues to service clubs.

Main Street business related mileage will be reimbursed at the current rate allowable by the IRS per mile. With proper documentation, mileage and other business related expenses will be reimbursed.

_____, Executive Director will report directly to the Chairman/President of the Main Street Board of Directors.

Termination of this agreement by either party may be made with a two (2) weeks written notice.

President/Chairman, _____ Main Street

Date

Main Street Executive Director

Date

(Make any revisions appropriate for your community. This is just a sample)