

About the Document

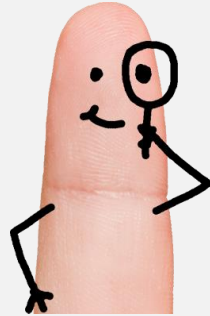
name	PC-HR-1570-M. Employment Contract Agreement
owner	HR
access & use	Restricted to HR
what it is	A contractual agreement between the Company and a new employee that establishes the terms and conditions of employment.
who uses it	HR or anyone with authority to enter into a contractual agreement on behalf of the Company.
used with	<ul style="list-style-type: none"> ◆ Offer Form ◆ The employee's completed <i>Job Description Form</i> ◆ <i>Staff Policies Manual</i> ◆ <i>Terms & Definitions Addendum</i>

Why This Process is Important

It's crucial that all employees sign off on an Employment Contract Agreement to acknowledge that they have read, understand, and agree to abide by the terms and conditions of their employment with the Company. Signing off on these terms and conditions helps to ensure not only the protection of the Company, but also the protection of the individual and their co-workers.

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ The agreement is structured so that most components up to the signature block are standard and any specifics are included in Schedule A.
- ◆ The highlighted sections reference clause numbers. If you add or delete clauses, ensure that the highlighted clauses reference the appropriate clause number.



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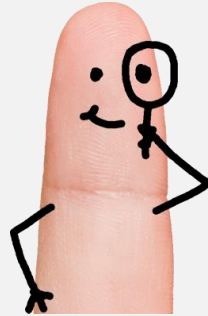
7. Change the information in the footer. It's important that the contract shows the total number of pages, as follows:

Employment Agreement – <employee name> and <Company Name>

<Page # of #>

8. Save the agreement.
9. If you create multiple versions of a contract, save each version with the revision date at the end of the file name. This ensures you can review the document history at any time. File all previous versions of the file in the WIP folder.
10. If the agreement needs to be reviewed prior to signing, send the reviewer an email. This email may include the following content:
 - Kindly review draft **insert document revision #** of **employee name's** employment contract agreement.
 - If you would like to make edits or insert comments, please do not override the current document. Save a new copy of the file and add your initials at the end of the file name. For example: *2017-02-27-Jane-Doe-Employment-Agreement-Draft-**Feb05-PJ***
 - Kindly turn on the Tracking functionality in Word so that I can review your changes to ensure that they do not modify the legalese. (**Review** tab > **Track Changes**)
 - By **insert date**, please reply to this email and provide me with confirmation to proceed with the agreement, or attach your edited file.
11. If the Reviewer makes edits:
 - a. Save their document and add your initials at the end of the file name, after the editor initials.
For example: *2017-02-27-Jane-Doe-Employment-Agreement-Draft-**Feb05-PJ-**Feb06-AL*****
 - b. Review the Reviewer's changes. Accept or reject their changes or discuss the changes with them if you don't agree or have other suggestions.

**** Remember, it's your responsibility to ensure that the agreement is contractually sound and that it reflects HR best practices. Your role is to provide HR expertise. If you feel the Reviewer is insisting on making changes that you don't agree with from an HR best practices perspective, talk to your manager.**
12. You may create several versions of the document until a final contract is created. Keep any revisions or agreement versions in the WIP folder within the employee folder.
13. Before finalizing the agreement, repeat Section 6.
14. Save the final agreement and remove all revisions extensions. The final file name should look like this: *<EmployeeStartDate>-<EmployeeFirstName-LastName>-Employment-Agreement*
For example: *2017-02-27-Jane-Doe-Employment-Agreement*



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2. If you use an email client other than Microsoft® Outlook®, ensure the formatting of bulleted and numbered lists is preserved.
3. Cc the Hiring Manager and your manager on the offer email.

EMAIL SCRIPT

Dear **First Name**,

I am very pleased to present you with an offer of employment to join the **CUSTOMIZER: Insert your informal company name** team in the role of **position**.

Please find attached the following documents representing the terms and conditions of your employment, which become valid and binding once you have confirmed acceptance of them – including by electronic form and by return email:

- ◆ **Employment Contract Agreement**
Requires a signature
- ◆ **Staff Policies Manual**
For reference. Outlines the Company's general employment conditions and conduct policies for Office Staff that are signed off as part of the Employment Contract Agreement.
- ◆ **Terms & Definitions Addendum**
For reference. To be read together with the Staff Policies Manual. Outlines the formal terms used in the Manual and their definitions.

If you accept this offer and its terms and conditions, kindly:

1. Print the Employment Contract Agreement.
2. Provide the required signatures in the signature boxes. Be sure to include a witness signature.
3. Initial every page in the lower right corner, including SCHEDULE A.
4. Scan and return all pages of the Employment Contract Agreement by end of day **Insert Date**, preferably 4 business days from date of sending offer, at which time the offer outlined in this email expires.
5. Please ensure that:
 - The entire Agreement is included in the scanned copy.
 - The quality of the reproduction is clearly legible.
 - Initials are visible.

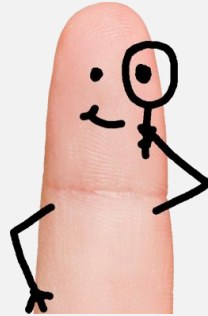
If you have any questions about the details of this offer, please do not hesitate to contact me by email.

First Name, we are very much looking forward to working with you.

Sincerely,

CUSTOMIZER: Insert Legal Entity Name

Your Name



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