



Employment Agreement

_____ Last Name	_____ First Name	_____ Middle
_____ Street/Apt #	_____ City/State	_____ Zip
		_____ Phone #

Has been appointed to the staff of Discovery Point Child Development Center, in the position of:

- ☐ Director
- ☐ Assistant Teacher
- ☐ Lead Teacher
- ☐ Teacher's Aid
- ☐ Bus Driver
- ☐ Cook
- ☐ Float/Substitute
- ☐ Other: _____

The employee is directly responsible to _____ (owner)
and/or _____ (Management)

RATE OF PAY:

The employee's rate of pay begins at \$_____ per hour, or \$_____ per year.

PAY PERIOD:

Employee will be paid either weekly or bi-weekly, as determined by the center. The employee will be paid on Friday for work completed the preceding week. One week's pay is delayed to allow for payroll processing.

OFFICIAL RESPONSIBILITIES:

The employee agrees to uphold and adhere to all policies and guidelines set forth by state and local regulatory agencies, and duties assigned by center management (see Job Description).

HOURS:

The center's hours of operation are _____ am to _____ pm. Employee work hours may be changed from time to time to meet the scheduling needs of the center. Discovery Point locations are open Monday-Friday, 52 weeks per year.

Over-time hours, when offered, must be approved by center management/owner.

Employee Signature

Date