



Employee Contract

This contract is by and between _____

(Agency) and _____,

employed as a _____

for the above mentioned agency. This contract is effective from _____

to _____ and must be renewed at the end of the fiscal year.

The parties agree that:

- 1) Any course work paid must be directly related to the employee's position in order to improve skills or meet requirements outlined by either state or federal rules.
- 2) Teachers and assistants shall show evidence of enrollment in the early childhood degree program each term.
- 3) Proof shall be recorded that the employee has been refused approval for a current Pell grant application.
- 4) Employee must provide Agency with grade report at the end of each term. Employee shall reimburse Agency for any course for which he or she earned less than a C grade, including any incomplete or dropped.
- 5) Books purchased by the Agency shall remain property of the Agency at the end of each term. If books are to be sold back to the college, proceeds shall be paid to the Agency.
- 6) Employee shall remain in the employ of the agency for _____
years following the completion of the course-work, and _____
years following the completion of the degree program.

Agency Representative

Date

Employee

Date