

## LOCALLY FUNDED EMPLOYMENT AGREEMENT

**(EVERY Locally Funded employee must sign an Employment Agreement prior to commencing services)**

**(This is not for student labor)**

|                            |                                    |                |           |
|----------------------------|------------------------------------|----------------|-----------|
| SCHOOL                     | DATE                               |                |           |
| EMPLOYEE NAME              | S.S.#                              |                |           |
| ADDRESS                    | CITY                               | STATE          | ZIP       |
| PHONE                      | YEARS OF DENOMINATIONAL EMPLOYMENT |                |           |
| Employment Classification: | Teacher*                           | Teacher's Aide | Secretary |
|                            | Other _____                        |                |           |

Date to report to school to begin work assignment: \_\_\_\_\_. The work assignment and employment under this Agreement shall cease not later than \_\_\_\_\_ unless previously terminated by the Employee or the School in accordance with the "at will" rights set out below. **Date of 1<sup>st</sup> payroll transaction:** \_\_\_\_\_

The **duties** to be performed by the Employee shall include: \_\_\_\_\_

The Employee shall also perform additional duties and responsibilities as assigned or directed by the School.

The **hours per week** to be worked by the Employee are: \_\_\_\_\_.

**Overtime: not permitted without prior permission of School; maximum of 40 hours per work week**

Compensation: **(Select One):**

**Salaried**, \$\_\_\_\_\_ per month for 10 or 12 months beginning \_\_\_\_\_ and ending \_\_\_\_\_. Call HR at extension 2211 if questions. Teachers and other Administrative/Executive positions are Salaried Exempt. All other positions shall be paid hourly.

**Hourly**, Pay Rate \$\_\_\_\_\_ per hr.

In addition to the compensation set out in the Agreement, the School will provide those employment benefits agreed upon in writing by both the School and the Employee which are set forth below or as otherwise required by law during the effective period of the Locally Funded Employment Agreement **(Select One):**

- |                         |  |
|-------------------------|--|
| up to 27 hours per week | eligible for Retirement Matching   |
| 30 - 37 hours per week  | eligible for Healthcare Plan, Life Insurance, Long-term Disability & Retirement Matching |
| 38+ hours per week      | eligible for Healthcare, Life, LTD, Employer 5% Retirement Contribution & Matching       |

The employment relationship between the School and the Employee created by this Agreement is "at-will". Nothing in this Agreement shall be construed as imposing, whether by contract, implication or otherwise, any legal or contractual obligations or restrictions upon the School's or the Employee's right to terminate the Agreement and the parties employment relationship at-will and without any requirement of cause.

\*A locally funded teacher is required to attend Teachers' Convention and all other called meetings of the Texas Conference Office of Education. Travel cost will be paid by the local school.

Compensation is issued by the Texas Conference of the 15<sup>th</sup> and the last day of the month. Employment is conditional upon successful completion of pre-employment paperwork, Protect the Children training and an "eligible" background check as well as renewal of training/screening every three years.

\_\_\_\_\_  
(Effective Date)

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(School Board Chair)

**Provide a copy for:** Employee, School Treasurer, TXC Office of Education at [Education@txsda.org](mailto:Education@txsda.org) and Human Resources at [TMeharry@txsda.org](mailto:TMeharry@txsda.org).