

**INSTRUCTIONS
EMPLOYMENT AGREEMENT**

| <u>Page No</u> | <u>Section</u> | <u>Description</u> |
|----------------|----------------|---|
| 1 | Intro | <p>“Employer” should be identified using full legal name under which contract is to be executed, including the state of formation and entity type (i.e. “a Washington limited liability company” or “a Washington corporation”). Where appropriate, a copy of resolution authorizing individual to act on behalf of entity should be attached.</p> <p>“Employee”: the full legal name of employee should be identified.</p> |
| | Intro | Date: Represents date Agreement becomes effective. |
| | 1 | Term; At-Will Status. Enter the commencement date of employment. Enter the position/title of the individual(s) who is authorized to alter the at-will nature of employment with the Company’s employees (usually the CEO or VP of HR). |
| | 2.1 | Services. Enter the Employee’s position title. |
| 2 | 4.1 | Compensation. Add compensation amount. |
| | 5.2 | <p>Paid Leave.</p> <ol style="list-style-type: none"> 1. Select the applicable type of paid leave the Company offers. 2. Select “Employer’s standard practice” if there is no collective bargaining agreement in place; select “the CBA” if a collective bargaining agreement is in place. |
| | 5.3 | Other Benefits. If collective bargaining agreement is not applicable, remove “and/or the CBA.” |
| | 6.2 | Non-Solicitation of Customers. List the counties where you perform the bulk of your work. If your company does not have significant ties to a geographic area, do not include it in this section. |
| 5 | 9 | Governing Law and Venue. Identify the county in which the Employee’s work will be based out of. |
| 6 | | Signatures: |

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| | | <p>Employer – individual who has authority to sign on behalf of the Company, include printed name, title, date.</p> <p>Employee – include full legal name.</p> |
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