

Sample Written Employment Agreement

This employment agreement made by and between _____ **(insert name)** _____
(hereinafter "Employer") and _____ **(insert name)** _____ (hereinafter "Employee") is made
on this **(insert day)** of **(insert month)**, **(insert year)**.

- Employee agrees to provide the following services for the Employer.
- The Employer agrees to compensate Employee for services rendered.
- Either party may terminate this agreement at any time by notifying the other party.

Both parties agree to the Employer/Employee agreement as follows:*

1. Services performed by the Employee shall include but are not limited to:

* The above job description is subject to Employer discretion and may change.

2. Compensation shall include the total of wages plus benefits. (Compensation is also subject to change by the Employer at the Employer's discretion):

- Compensation shall be determined by multiplying the average hours worked per week by a fair and reasonable hourly rate of pay.
- Monthly compensation will be paid in a combination of wages and benefits:

\$ _____ W-2 wage per month

\$ _____ Medical reimbursements (including premiums**) per year

Employee _____ Date _____

Employer _____ Date _____

**The Affordable Care Act may not allow the reimbursement of health insurance premiums based on your business size and plan design. For additional details, please contact a BASE® Benefit Specialist.

Please Note

You may model your own written employment agreement using the sample above. Your agreement should outline the duties to be performed by your employee and the method of compensation. You should refer to "Section D: Elected Benefits" on your SPD when looking for the medical reimbursement amount to list on your written employment agreement. We recommend that the employer and employee sign the written employment agreement and each keep a copy.

Please call BASE® at 1-800-370-9607 with any questions.