

# EMPLOYMENT JOB DESCRIPTION WORKSHEET

Employer: \_\_\_\_\_

Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Exempt or Non-Exempt: \_\_\_\_\_

Job Task Description: \_\_\_\_\_

Job Task Expectations: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Base Compensation: \_\_\_\_\_

Benefits – Vacation: \_\_\_\_\_

Benefits – Holidays: \_\_\_\_\_

Benefits – Sick Pay: \_\_\_\_\_

Benefits – Disability: \_\_\_\_\_

Benefits – Parental Leave: \_\_\_\_\_

Benefits – Health Insurance: \_\_\_\_\_

Benefits – Other: \_\_\_\_\_

Variable Compensation or Bonus: \_\_\_\_\_

Early Termination: \_\_\_\_\_

Resignation: \_\_\_\_\_

Termination For Cause: \_\_\_\_\_

\_\_\_\_\_

Probation Period/Termination Without Cause: \_\_\_\_\_

\_\_\_\_\_

Employer/Employee Covenants: \_\_\_\_\_

\_\_\_\_\_

Evaluation/Review Schedule: \_\_\_\_\_

Grievances: \_\_\_\_\_

Harassment/Misconduct Policy: \_\_\_\_\_

Child Abuse Prevention Policy: \_\_\_\_\_

Sabbatical/Extended Leave Eligibility: \_\_\_\_\_