**Schedule A – Precis of Terms of Employment**

**Between Name (“Employee”)**

**and the Church Name**

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| **Job Position at Commencement** | **Title (“Position”)** |
| **Tenure of Employment** | Permanent indefinite term employment, first day of employment to be Month, Day, Year (“Commencement”). |
| **Duties** | The Employee shall perform all the duties commonly associated with the Position as set out in the Position Description of this agreement. The Church Name reserves the right to amend the job description from time to time, including the assignment of other duties to the Employee as delineated by the Church Name. Employee shall at all times protect and further the interests, purposes and objectives of Church Name and The Alliance Canada. |
| **Licensing Requirements** | Licensing is/is not required for this position. It is a fundamental term of this Agreement that the Employee obtain prior to Commencement and maintain throughout the employment the appropriate licensing in The Alliance Canada for their position and duties. |
| **Supervised By/Reporting To** | Supervisor title |
| **Full/Part-time Employment** | Full-time employment. The work schedule of the Employee in this Position may require working days and/or evenings during the week, weekends, and statutory/religious holidays. |
| **Salary** | $XX,XXX.XX annual salary |
| **Vacation Accrual Rate** | XX days per year to be taken at a time mutually agreed to by the Employee and Supervisor. Vacation cannot be accrued from year to year. |
| **Family Responsibility/Sick Leave** | 15 daysper year.This form of leave has no cash value, it cannot be accrued from year to year, it can only be used for the purpose of illness, injury, or in relation to immediate family members of the Employee. Immediate family members mean spouse and children. |
| **Notice Period Required of Employee** | If the Employee wishes to terminate the employment, the Employee shall provide the Church Name with written notice to such effect 30 days in advance of the last day of work. Upon receipt of such notice, the Church Name, at its exclusive option, may elect to pay the Employee the equivalent of the notice period in pay and thereby bring the employment to its immediate end. |
| **Notice Period Required of Employer** | See Schedule B of the Employment Agreement, Termination, 1.1. |

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| **Probationary Period After Commencement** | # months ending Month, Day, Year with a review. Performance and mentoring reviews to follow. For the meaning of probation during the Probationary Period, see Schedule B of the Employment Agreement, Employment, 3. |
| **Eligible Benefits** | Standard district benefits package, including Alliance Retiral Fund pension. |
| **Commencement of Benefits** | Benefits will commence on Month, Day, Year. |
| **Education/Personal Development/Personal Ministry Expenses** | Subject to available budget, discussion, and approval. |
| **Sabbatical** | As per the Church Name Sabbatical Policy / Not applicable to this Position. |
| **Mileage Allowance** | Reimbursement for travel on Church Name business upon submission of distance travelled, date, and purpose. |
| **Computer** | Provided by Church Name but remains Church Name property.  |
| **Moving Allowance** | N/A |

Acknowledged and agreed to by **Name** this **\_\_\_** day of Month, Year.

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| **Employee Signature** |  | **Employer Signature** |
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| **Employee Name** |  | **Employer Title** |