

## LETTER OF AGREEMENT GUIDELINES

Feb 2022

All employees will have signed letter of agreement (LOA) prior to starting work.

The letter of agreement will include the following:

- Introduction and welcome from board
- Name the supervisor of the employee
- Title of the position the employee will hold
- Abbreviated job description (append a detailed description determined by the UUFB Board to the letter)
- Whether the position is salaried or hourly
- Beginning date of employment
- Duration of employment stated in the LOA if less than a year
- Annual review by the supervisor will occur and any changes to work time or duties will be mutually agreed upon at that time.
- Compensation to the employee will be stated in the Agreement.
- Potential variations to the work time or compensation should be stated (special events for example)
- Days off and Holidays that are included
- Continuing education opportunities
- Benefits associated with the position (retirement, health, etc)
- Either party can terminate the LOA with four weeks' notice except for cause when no time is required.
- This agreement will be in effect through the period stated above or until amended or retired by mutual consent of the participants
- The UUFB Personnel manual has been given to the employee

Signed Employee \_\_\_\_\_

Date \_\_\_\_\_

Signed by supervisor \_\_\_\_\_

Date \_\_\_\_\_

Signed President of Board or Board Delegate \_\_\_\_\_

Date \_\_\_\_\_