



EMPLOYMENT CONTRACT

This employment contract is made between SCHOLA INTERNATIONAL and (_____) dated on _____, in the year of 2023

The following terms and conditions are set forth on this contract whereas the Employer SCHOLA INTERNATIONAL desires to retrain the services of the Employee _____ that desires to render such services.

The parties agree to the following terms and conditions, and have a mutual understanding of the agreement:

Employment:

_____ agrees to carry out the duties and responsibilities communicated to them by the employer to their best ability and in good faith. At all times, the employee will comply with the school's rules, policies, and procedures.

Position:

_____ has accepted the position as _____ TEACHER. It is the duty of the Employee to perform the essential job functions and at any time, the employer may modify, change, or add duties to satisfy the needs of the business.

Compensation:

_____ will be paid \$___ (per hour/salary). A performance review will occur annually in which the employees job performance and pay, are subject to a reevaluation. All payments will be subject to mandatory employment deductions including State Taxes, Federal Taxes, Medicare, and Social Security.

Stipulations:



The employee agrees to abide by all policies and procedures outlined in the following school documents: Job Description, Staff Handbook, and School Calendar.

Benefits:

SCHOLA INTERNATIONAL offers the following benefits to full time employees who have been with the company for three months. _____ has the right to participate in the benefits offered by the employer if they have been with the company for the time required to receive the benefits and is considered a full-time employee.

Probationary Period:

_____ understands and complies with the company's required employment probationary period of one month. During this time, the employee is not eligible for vacation time or benefits. During the probationary period, at any time without advanced notice, the employer can exercise the right to terminate the employee, and the employee may terminate the working relationship.

Paid Time Off:

Schola International will grant all regular full-time employees and after the completion of the employees' probationary period, Employees is eligible for the following paid time off holidays each calendar year.

The Director will communicate any variations, additions, or special notices to you.

- 1 DAY OF SICK/PERSONAL DAYS PER Academic Year
- 1 DAY OF BIRTHDAY DAY
- 10 DAY OF VACATION DAYS *(Last two week of December when the school is close)
- 1 DAY HOLIDAY (LABOR DAY)



- 2 DAYS HOLIDAYS (THANKSGIVING DAY)

NOTE: The Fair Labor Standards Act (FLSA) does not require payment for time not worked, such as vacations or holidays.

Termination:

The employee and/or the employer may at any time terminate the working relationship. A 14-day written notice is required to be delivered to the other party to ensure business is not disrupted for the children and families at the school.

School Materials and Belongings:

SCHOLA INTERNATIONAL agrees to the return any of _____ property if termination occurs. This includes art, office and other school supplies purchased by the business.

Modification of Employment Contract:

This contract may be modified at any time, with written consent by both the employee and the employer.

Legal Authorization:

SCHOLA INTERNATIONAL agrees that it is fully authorized to work in the United States and will provide legal documentation and complete a I-9 form upon acceptance of the position.

It is in the agreement of both the SCHOLA INTERNATIONAL and _____ the execution of this contract.



Employee Signature

Date

Administration's Signature

Date