



**Trinity Evangelical Lutheran Church
Trinity Preschool Playgroup
Employment Agreement**

Employment Agreement for: _____ - (Employee). This agreement is in effect for the 2023-2024 school year. (August 15, 2023 through May 31, 2024)

Position: Teacher

Class Assignment: 3 days – 3 Years Old - **Class**
Tuesday, Wednesday, and Thursday – **Days**
8:30 AM -12:30 PM - **Time**

Salary: Hourly _____

You have ____ personal days.

Make sure you read 2023 – 2024 handbook before classes begin on September 11, 2023.

All new hires will have a 90-day probation period starting on the first day of classes.

Trinity Preschool Playgroup has a right to terminate this contract at any time if you violate Trinity Evangelical Lutheran Church policies and procedure.

You are required to be on time for staff meetings, occasional evening meetings, pertinent events and other duties as assigned.

You will be paid every two weeks in accordance with the Trinity Evangelical Lutheran Church payroll schedule. Payment will be based on the hours you worked.

Termination Clause: If you incur 4 or more unexcused absences, this contract can be terminated effective immediately upon the 4th unexcused absence by the employer.

I have read the above agreement, and will abide by its provisions.

Signature of Employee

Date

Signature of Director of Preschool

Date

Signature of Director of Faith Formation

Date