

**Employment Agreement**

Employment Agreement, between Polo Park East R.O. Assn., Inc. (company) and  
\_\_\_\_\_ (Employee).

The employee shall be hired as Administrative Assistant with a starting pay of \_\_\_\_\_ per hour part-time working 20 hours per week and paid on a biweekly basis.

The employee will have a 90 day probation period from the effective date of this agreement.

The employee is entitled to be paid for the following Holidays.

- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Years Day

The employee shall receive paid vacation based on length of employment with Polo Park East as follows:

After 1 year of continuous service,  
On anniversary date, employee will be  
Eligible for 5 days paid vacation.

After 2 years of continuous service,  
On anniversary date, employee will be  
Eligible for 10 days paid vacation.

There will be no paid sick days.

Employee is aware that Polo Park East does not offer medical benefits..

This Agreement is effective the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date