

What should be included in my contract?

Language regarding...

...Start Date

...Requested schedule including OT expectations

...The described duties of the role

...General compensation

...Compensation given to the employee when traveling

...Compensation given to the employee working an overnight period if applicable

...Benefits to be included in the compensation package

(ex. paid vacation time, sick days, holidays, commuting/transportation assistance, health insurance reimbursement (partial or full), meal stipend)

...Do vacation days accrue? How much notice should be expected for use of paid leave? For sick days, when should the family be notified?

...Verbiage regarding a raise and a bonus, if applicable

...If the employee is expected to use their own car, what is the expectation around gas mileage and toll reimbursement?

...Severance policies, if applicable (length of notice, compensation given, how to handle employer property, etc.)

...NDA language, if applicable

 ***Always utilize
your own lawyer***

CA LABOR LAWS

NY LABOR LAWS

