

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA109

NAME: EMPLOYMENT AGREEMENTS

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	01/12/2024	BY: HR Manager
(LAST) REVIEW DATE:	01/18/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

I. PURPOSE

The CEO is the only officer authorized to enter into a written employment agreement on behalf of the Agency with any employee.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

Written employment agreements will spell out the important terms and conditions of an individual's employment. Such terms and conditions will include:

- The length of time that the agreement will last and how/if the agreement can be renewed
- The job title and/or job description
- Reserving to the Agency the right to change the employee's duties as the Agency's interests require
- The employee's remuneration
- Any other forms of compensation or benefits, such as health insurance, retirement, PTO and/or travel, as is relevant to the position
- The provisions for the termination of employment

The Agency's Benefit Guide outlines benefits and the Agency's policies outline termination provisions and should be used, when applicable, when issuing an offer letter.

IV. ATTACHMENTS

V. REFERENCES