**TUTORIAL & INSTRUCTIONAL PROGRAMS**

**A UNIT OF ACADEMIC AND CAREER SUCCESS**

**EMPLOYMENT AGREEMENT**

**Print your name Date of Employment**

1. I have read the job description and agree to perform the responsibilities of Coach/Tutor/Program Assistant during the academic year at Tutorial & Instructional Programs (TIP).
2. I agree to show up at my scheduled times and work the entire period. It is my responsibility to make arrangements to have another Coach to take my place if I am unable to work. I agree to notify my supervisor 24 hours advance of the appointment or the change date.
3. I agree to clock in and out on Time & Labor each working day and jot down notes on Time & Labor if anything needs to be changed.
4. I agree to attend every meeting and complete training within 3 weeks of my start date, and attend any events requested by my supervisor. I will be responsible for notifying my supervisor with a valid reason if I am unable to attend any one of these.
5. I understand I will be on a 90-day probation period. I will meet periodically with my supervisor, and if my work performance is not satisfactory, I agree to seek appropriate training to improve my performance. If I continue to not make any satisfactory progress during that period in learning the requirements of my job, or my conduct is not acceptable, my job may be terminated with one day’s notice.
6. I understand that I must be evaluated for my work performance on a semester by semester basis. My supervisor and I during the evaluation will discuss areas where I should make improvements.
7. I understand the employment termination procedures are as follows:

* For the first offense: I will receive a verbal warning from my supervisor and discuss ways of improving performance.
* The second: I will receive a formal letter of warning with suggested ways to improve in my work performance.
* The third: This will result in termination of employment with TIP.

1. If I must leave my position in TIP for any reason, I will be responsible for notifying my supervisor with two weeks’ advance notice with a letter of resignation. I will also arrange to make an appointment for an exit interview with my supervisor before my departure.
2. I understand the policies regarding confidentiality. I will not share any information regarding my job except with professional staff within TIP.
3. I agree to remain in good academic standing with a cumulative grade point average of 2.5 or above and at least a GPA of 2.5 for the previous semester in order to continue my employment for TIP.
4. I understand that I must be a full-time student to keep the job.
5. I accept the job as a one-year commitment to TIP. I have also read about and agree to the starting/ending dates of employment.
6. I agree to set an excellent example to the Gallaudet and Global Communities. It is my responsibility to achieve TIP goals.
7. I have met with and have been instructed by my supervisor about this contract, and understand the contents and agree to abide by it.

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**Paraprofessional’s Signature and Date**

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**Supervisor’s Signature and Date**

* **Check & Initials that I received T-Shirt and agree to wear during working hours.**
  + **Small**
  + **Medium**
  + **Large**
  + **Extra Large**
  + **Extra Extra Large**

**T-shirts are made of 100% cotton.**