

**COMMUNITY ARTS AGENCY  
EMPLOYMENT AGREEMENT**

This Agreement made and entered into by and between Community Arts Agency ("Employer"), and \_\_\_\_\_ ("Employee"). This Agreement shall take effect on the date that the last of the two parties has executed this document. The parties recite that:

A. Employer is engaged in the business of operating a community arts agency and provides arts related services to the community at (Address) \_\_\_\_\_.

B. Employee is willing to be employed by employer, and employer is willing to employ employee, on the terms and conditions hereinafter set forth. For the reasons set forth above, and in consideration of the mutual covenants and promises of the parties hereto, employer and employee covenant and agree as follows:

1. AGREEMENT TO EMPLOY AND BE EMPLOYED. Employer hereby employs employee as \_\_\_\_\_ at the above-mentioned premises, and employee hereby accepts and agrees to the employment. Employee shall complete all forms as may be necessary for bookkeeping purposes and shall complete any orientation as may be provided by employer.

2. DESCRIPTION OF EMPLOYEE'S DUTIES. Subject to the supervision and pursuant to the direction and advice of employer, employee shall perform those duties as are customarily performed by one holding such position in other businesses or enterprises of the same or similar nature as that engaged in by employer and as more specifically set out of the job description attached hereto as Exhibit A. Employee shall perform all other and related services and duties as may be assigned to them from time to time by employer within the scope of the position.

3. MANNER OF PERFORMANCE OF EMPLOYEE'S DUTIES. Employee shall at all times faithfully, industriously, and to the best of their ability, experience, and talent, perform all duties that may be required of and from them pursuant to the express and implicit terms hereof, to the reasonable satisfaction of employer. All duties shall be rendered at the abovementioned premises and at any other place or places as employer shall in good faith require or as the interests, needs, business, and opportunities of employer shall require or make advisable.

4. DURATION OF EMPLOYMENT. The term of employment shall be \_\_\_\_\_ years, commencing on \_\_\_\_\_, 20\_\_\_\_, and terminating \_\_\_\_\_, 20\_\_\_\_, subject, however, to prior termination as otherwise provided herein.

5. COMPENSATION; REIMBURSEMENT. Employer shall pay employee and employee agrees to accept from employer, in full payment for employee's services hereunder, compensation at the rate of \_\_\_\_\_ Dollars (\$\_\_\_\_) per annum, payable \_\_\_\_\_. In addition to the foregoing, employer will reimburse employee for any and all necessary, customary, and usual expenses incurred by them while traveling for and on behalf of the employer pursuant to employer's directions.

6. EMPLOYEE'S LOYALTY TO EMPLOYER'S INTERESTS. Employee shall devote all of their time, attention, knowledge, and skill solely and exclusively to the business and interests of employer, and employer shall be entitled to all benefits, work product or other issues arising

from or incident to any and all work, services, and advice of employee. Employee expressly agrees that during the term hereof they will not be interested, directly or indirectly, in any form, fashion, or manner, in any other business similar to employer's business and acknowledges Employer's Conflict of Interest Policy.

7. **NONDISCLOSURE OF INFORMATION CONCERNING BUSINESS.** Employee will not at any time, in any fashion, form, or manner, either directly or indirectly divulge, disclose, or communicate to any person, firm, or corporation in any manner whatsoever any information of any kind, nature, or description concerning any matters affecting or relating to the business of employer, including, without limitation, the names of any its members, funders, sponsors or any other information concerning the business of employer, its manner of operation, or its plans, programs, or other data of any kind, nature, or description without regard to whether any or all of the foregoing matters would be deemed confidential, material, or important. The parties hereby stipulate that, as between them, the foregoing matters are important, material, and confidential, and gravely affect the effective and successful conduct of the business of employer, and its good will, and that any breach of the terms of this section is a material breach of this agreement.

8. **OPTION TO TERMINATE ON PERMANENT DISABILITY OF EMPLOYEE.** Notwithstanding anything in this agreement to the contrary, employer is hereby given the option to terminate this agreement in the event that during the term hereof employee shall become permanently disabled, as the term "permanently disabled" is hereinafter fixed and defined. This option shall be exercised by employer giving notice to employee by registered mail, addressed to employee in care of employer at the above stated address, or at any other address as employee shall designate in writing, of its intention to terminate this agreement on the last day of the month during which the notice is mailed. On the giving of notice, this agreement and the term hereof shall cease and come to an end on the last day of the month in which the notice is mailed, with the same force and effect as if the last day of the month were the date originally set forth as the termination date. For purposes of this agreement, employee shall be deemed to have become permanently disabled if, during any year of the term hereof, because of ill health, physical or mental disability, or for other causes beyond employee's control, they shall have been continuously unable or unwilling or have failed to perform their duties hereunder for thirty (30) consecutive days, or if, during any year of the term hereof, they shall have been unable or unwilling or have failed to perform their duties for a total period of thirty (30) days, whether consecutive or not. For the purposes hereof, the term "any year of the term hereof" is defined to mean any period of 12 calendar months commencing on the first day of \_\_\_\_\_ and terminating on the last day of \_\_\_\_\_ of the following year during the term hereof.

9. **DISCONTINUANCE OF BUSINESS AS TERMINATION OF EMPLOYMENT.** Anything herein contained to the contrary notwithstanding, in the event that employer shall discontinue operations at the premises mentioned above, then this agreement shall cease and terminate as of the last day of the month in which operations cease with the same force and effect as if the last day of the month were originally set forth as the termination date hereof.

10. **EMPLOYEE'S COMMITMENTS BINDING ON EMPLOYER ONLY ON WRITTEN CONSENT.** Employee shall not have the right to make any contracts or other commitments for or on behalf of employer without the written consent of employer.

11. **CONTRACT TERMS TO BE EXCLUSIVE.** This written agreement contains the sole and entire agreement between the parties, and supersedes any and all other agreements between them. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this agreement or any representations inducing the execution and delivery hereof except those representations as are specifically set forth herein, and each party acknowledges that employee or employer have relied on their own judgment in entering into the agreement. The parties further acknowledge that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with their dealings with the other.

12. **WAIVER OR MODIFICATION INEFFECTIVE UNLESS IN WRITING.** No waiver or modification of this agreement or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith. Furthermore, no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this agreement, or the rights or obligations of any party hereunder, unless the waiver or modification is in writing, duly executed as aforesaid. The provisions of this paragraph may not be waived except as herein set forth.

13. **CONTRACT GOVERNED BY LAW.** This agreement and performance hereunder shall be construed in accordance with the laws of the State of Georgia.

14. **BINDING EFFECT OF AGREEMENT.** This agreement shall be binding on and inure to the benefit of the parties, their respective heirs, legal representatives, successors, and assigns.

Employer

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Employee

\_\_\_\_\_

Date: \_\_\_\_\_

Signature

\_\_\_\_\_  
Social Security No.