

TABLE OF CONTENTS

PREFACE.....	iii
CHAPTER ONE — THE USE AND CONTENTS OF EMPLOYMENT CONTRACTS.....	
1. Basic Contracts	1
2. Employment	3
3. Probationary Period	4
4. Management Rights/Changes	4
5. Exclusive Service	7
6. Confidential Information	8
7. Non-Competition/Non-Solicitation	8
8. Remuneration	12
9. Vacation and Benefits.....	13
10. Termination.....	14
11. Fixed-Term Contracts.....	22
Checklist.....	25
CHAPTER TWO — SAYING IT IN A LETTER	
Employment Contract Letter (Basic – Version One).....	32
Employment Contract Letter (Basic – Version Two)	37
Employment Contract Letter (Basic – Version Three).....	44
Employment Contract Letter (Basic – Version Four).....	50
Employment Contract Letter (Detailed – Version One)	60
Employment Contract Letter (Detailed – Version Two).....	80
Employment Contract Letter (Detailed – Version Three)	91
CHAPTER THREE — FORMAL EMPLOYMENT CONTRACTS	
Formal Employment Contract – Version One.....	100
Formal Employment Contract – Version Two	111
Formal Employment Contract – Version Three	124
CHAPTER FOUR — EXECUTIVE EMPLOYMENT CONTRACTS	
Executive Agreement (General).....	142
Executive Agreement (Asset Purchase)	153
Executive Agreement (Asset Purchase, Alternate).....	167
Executive Agreement (Share Purchase).....	184
Executive Employment Agreement – Informal Model.....	201
Employment of Manager	217
CHAPTER FIVE — SALES REPRESENTATIVES.....	
Sales Representative Contract.....	231
Sales Representatives – Optional Provisions.....	244

EMPLOYMENT CONTRACTS HANDBOOK

CHAPTER SIX — FIXED TERM CONTRACTS	251
Employment Contract Letter (Fixed Term – Basic)	254
Employment Contract Letter (Fixed Term – Detailed).....	258
Employment Contract Letter (Fixed Term – Extension Agreement)	269
Employment Contract Letter (Fixed Term – Extension Agreement, Alternate).....	272
CHAPTER SEVEN — CONFIDENTIALITY, NON-COMPETITION, AND NON-SOLICITATION AGREEMENTS	283
Employee Confidentiality Agreement (Basic)	283
Confidential Information and Assignment of Inventions Agreement (Basic)	286
Confidential Information and Assignment of Inventions Agreement (Detailed).....	288
Confidential Information, Intellectual Property, Non-Competition and Non-Solicitation Agreement (Letter Form One).....	297
Confidential Information, Intellectual Property, Non-Competition and Non-Solicitation Agreement (Letter Form Two)	302
Confidentiality, Non-Competition and Non-Solicitation Agreement (Short Form).....	309
Confidentiality, Non-Competition and Non-Solicitation Agreement (Long Form One)	313
Confidentiality, Non-Competition and Non-Solicitation Agreement (Long Form Two)	321
Confidentiality, Non-Competition and Non-Solicitation Agreement (Long Form Three).....	330
Alternate Provisions for Confidentiality, Non-Competition and Non-Solicitation Agreements.....	337
CHAPTER EIGHT — ALTERNATE PROVISIONS	353
Acknowledgement of Receipt of Employer Property.....	353
Advances on Commissions.....	355
Assignment of Rights	356
Authorization for Deductions/Training Reimbursement Agreement	358
Automobile Provision	361
Background Checks	363
Benefits	363
Bonus.....	370
Car/Car Allowance.....	376
Changes.....	379
Compliance With Other Agreements	380
Conditions	381
Counterparts.....	383
Electronic Signature.....	383
Entire Agreement/Cancellation of Prior Agreements.....	384

TABLE OF CONTENTS

Expenses.....	386
Facsimile Execution.....	389
Full Time and Attention	389
Governing Law	392
Hours of Work/Overtime	394
Independent Legal Advice.....	396
Modification of Agreement	398
Personnel Policies.....	399
Probationary Period	402
Prohibited Investments.....	406
Relocation	407
Resignation from Offices.....	409
No Restrictions as a Result of Prior Employment.....	410
Restriction on Contract	411
Return of Employer Property	411
RRSP.....	414
Salary.....	415
Salary Review	417
Satisfaction of All Claims	419
Severability	421
Survival.....	423
Termination	424
Termination of Probationary Employee.....	432
Vacation.....	432
Waiver	434
Weekly Accounts to be Rendered	435
INDEX.....	437

