

# SUBSTITUTE TEACHER EMPLOYMENT AGREEMENT

Michigan Conference of Seventh-day Adventists

First Name	Middle Initial	Last Name
Address: _____		
Phone: _____ e-mail address: _____		
1. Employee is being employed by the Michigan Conference of Seventh-day Adventists to serve as a substitute teacher in the education ministry of _____ School beginning on the _____ day of _____, 20____.		
2. Remuneration for Employee's services is \$_____ per day. (certified \$100; lapsed certificate \$100; uncertified \$80)  Employee acknowledges that the remuneration described above constitutes the entire compensation package for his/her services and that there are no employee benefits of any type.		
3. Employment will be on an irregular basis and as needed and requested. This Agreement may be terminated by either party at any time upon thirty (30) days' written notice to the other party.		

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of School Board Chairperson Date

\_\_\_\_\_  
Signature of School Principal Date

\_\_\_\_\_  
Signature of Employer (Michigan Conference of SDA) Date

Is the employee a member of the Seventh-day Adventist Church? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has the employee completed Verified Volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnicity (used only for the purpose of EEO reporting) White <input type="checkbox"/> Black/Afr. Am. <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Am. Indian/Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> 2 or more races <input type="checkbox"/>

\*Substitute teachers must be a minimum of 21 years old.