

## EMPLOYMENT CONTRACT BEST PRACTICES CHECKLIST

YES NO

	YES	NO
Do you use indefinite term contracts for all permanent employees?		
Do you use fixed term contracts for employees providing long term supply coverage such as maternity leaves, medical leaves, etc.?		
Do you use a contract with your regular supply staff?		
Do your employment contracts reference your job descriptions?		
Do your contracts reference that reasonable changes might be made to an employee's duties based on the operational needs of the organization?		
Do your contracts reference that being registered and in good standing with the of College of Early Childhood Educators is a term and condition of employment for all RECEs?		
Do your contracts reference that abiding by the organization's policies, procedures, and Employee Handbook are part of the terms and conditions of employment?		
Do your contracts reference that policies and procedures may be amended from time to time?		
Do your contracts reference both undergoing Vulnerable Sector screening and signing an offence declaration forms are a term and condition of employment?		
Do your contracts provide the organization the flexibility to change hours, location, or shifts based on the operational needs of the organization?		
Do your contracts separate out base salary and any additional grant money?		
Do your contracts include hours of work and benefits?		
Do your contracts outline Sick Leave/Family Responsibility Leave & Bereavement Leave required under the ESA?		
Do your contracts outline vacation entitlements?		
Do your contracts outline conditions for continued employment?		
Do your contracts outline your organizations probationary period?		
Do your contracts outline end of employment protocols for both the employer and employee? (resignation, termination without cause, termination with cause)		
Do you have clear termination provisions that meet or exceed current employment standards?		
Do your contracts reference provisions regarding confidentiality, conflict of interest, and protection of business interests including no solicitation of business from clients or other employees?		
Do your contracts reference general provisions relating to changes in the employment agreement?		
Do your contracts have a clear statement of acknowledgment for the employee to sign?		

*The checklist contained in this handout are intended as a general guide only and not a complete list. The checklist is meant to be used for a quick assessment and discussion. It is not intended to replace or to be relied on as professional legal advice. If legal advice is required for a specific issue or situation, organizations should contact a lawyer. Please be advised that TJ Solutions does not give legal advice. We do provide organizational audits and HR support; please contact us for a consultation. [www.tjsolutions.ca](http://www.tjsolutions.ca)*