**Employment Contract**

Store Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Beauty Supply

Address/Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. All employees must display a good attitude and keep a neat appearance.

2. All employees must inform the manager a day in advance of sick days. (If you need to adjust work schedule, please advise to manager week in advance)

3. Warning will be given for being late, missing work etc. (exception of emergency situations, provide valid excuse)

4. All employees must be standing when customers are in the store.

5. All employees are not allowed to use cell phones including texting during work. (Ask manager for approval if emergency)

6. When the store is busy, employees must be quick about helping individual customers. (Do not keep customers waiting by carrying on personal conversation)

7. Any observed shoplifting must be reported to the manager immediately. (Report any suspicious behavior to manager immediately)

8. All employees are on a trial(probation) period of ninety days and can be terminated during the period at employer’s discretion for any reason.

9. Employees must be scheduled to work during the weekend (Fri/Sat/Sun).

10. Employees acknowledge the work schedule will be part time. 10 to 40 hours a week (Schedule will be given at least a week in advance)

11. If any employee has a problem with his/her job, he/she must see the manager. (Publicizing in social media/ or in front of customer will cause legal action by owner of store)

12. Must have permission to leave the sales floor from the management at all times.

13. Must work on the floor stocks when not with customers.  Clean showcases, sweep floor, displays, or any other work required by management.

14. Employees are not allowed to use the store computer.

15. All returned, or exchange items must be brought to the counter first.

16. Shoplifting is a very serious problem, and all employees must be constantly watchful and alert managers.

17. Employees must follow ‘\_\_\_\_\_\_\_\_\_\_ Beauty Supply’s employee policy.  

18. Employees will be paid every two weeks. (For Ex. working 1st and 2nd week, employee will be paid on 3rd week for first 2 weeks)

Starting rate for employee is $\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Manager can change and add on regulations any time.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand and agree to all of the above stated rules & regulations.

EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*\*\*Failure to follow this agreement/employee policy will/can terminate employment.