

**Employment Agreement Between
PALISADES CHARTER HIGH SCHOOL and EMPLOYEE NAME**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Board of Trustees (“Board”) of Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and EMPLOYEE NAME (hereinafter referred to as the “JOB TITLE”).

R E C I T A L S

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the JOB TITLE to assist the Principal and Chief Administrative Officer and to carry out the duties and functions of the position as directed by the Principal and Chief Administrative Officer and/or the Board; and

WHEREAS, PCHS desires to retain the services of the JOB TITLE by way of this Agreement and the JOB TITLE is qualified to perform such duties; and

WHEREAS, the JOB TITLE and PCHS desire to formalize the employment relationship by way of this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto agree as follows:

AGREEMENT

1. **TERM.** PCHS hereby employs the JOB TITLE from July 1, 2011 to June 30, 2014, according to the terms and conditions set forth in the Charter, or as specified herein.
2. **COMPENSATION.**
 - a. For the 2011-2012 school year, the JOB TITLE shall receive an annual salary of \$XXX,000, to be paid in twelve (12) equal, monthly payments, subject to all regular withholdings.
 - b. Early in each academic year, the JOB TITLE, with his/her supervisor will set mutually agreed upon performance goals, which shall serve as the basis for an annual performance evaluation, as set forth in paragraph 6, below.
 - c. JOB TITLE will be eligible annually to move up the approved salary schedule for his/her position, subject to JOB TITLE's receipt of a positive evaluation and the Board's approval of a budget that includes such annual increases.

d. The JOB TITLE is exempt from overtime law.

3. BENEFITS. At PCHS's expense, the JOB TITLE shall be afforded the health and welfare benefits of employment listed in the attached Benefit Description (Attachment A).
4. DUTIES. The JOB TITLE shall perform the duties of JOB TITLE as directed by the Principal and Chief Administrative Officer, the Articles of Incorporation and By-Laws, prescribed by the Charter, or as specified in the attached job description. This description and the job duties for the JOB TITLE may be altered from time to time by the Board.
5. WORK YEAR. The JOB TITLE shall be required to work throughout the calendar year in accordance with the School Calendar. The work year will be two hundred forty-one (241) paid days, with 12 holidays and two hundred twenty nine (229) work days.
6. EVALUATION. JOB TITLE should meet regularly with his/her supervisor, and should receive ongoing performance feedback. In addition, more formal performance evaluations will be conducted annually, during March and April. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. A copy of the written evaluation shall be delivered to the JOB TITLE and he/she shall have the right to make an oral or written response to the evaluation.

Failure to evaluate the Employee shall not prevent PCHS from releasing the Employee in accordance with this Agreement.

7. EXPENSE REIMBURSEMENT. PCHS shall reimburse the JOB TITLE for all documented actual and necessary expenses personally incurred by him/her within the scope of his/her employment, subject to Board approval, in accordance with applicable PCHS policy and authorization.
8. TERMINATION OF AGREEMENT. This Agreement may be terminated as a result of any of the following events:
 - a. mutual written agreement of the parties;
 - b. retirement, legal incapacity or death of the JOB TITLE;
 - c. Charter revocation;
 - d. early termination by PCHS without cause, in which event a gross taxable sum equivalent to four (4) weeks of salary (subject to all regular withholding) and benefits shall be paid to the JOB TITLE as severance;
 - e. discharge for cause.

The bases for discharge for cause may include but are not limited to conduct such as

neglect of duty, incompetence, breach of contract, dishonesty, disclosure of confidential information, unprofessional conduct, insubordination, violation of law or conviction of any felony or other criminal offense, or any failure of good conduct that might be likely to affect PCHS negatively.

Prior to discharge for cause, the JOB TITLE shall be provided with a statement of charges and given an opportunity to respond orally or in writing to such charges. The JOB TITLE shall be entitled to appear personally before the Board to present any evidence or testimony to contest the statement of charges. If the JOB TITLE chooses to be accompanied by legal counsel at such meeting, the JOB TITLE shall bear any cost therein involved. The JOB TITLE shall be provided a written decision setting forth the decision of the Board. The decision of the Board shall be final and this Agreement will terminate as of the date of that decision.

During the pendency of disciplinary proceedings, the Board reserves the right to place the JOB TITLE on paid administrative leave.

Upon termination for cause, the JOB TITLE shall receive his/her proportionate compensation to the effective date of termination, along with his/her rights to other benefits as governed by any applicable plans, programs or policies such as health benefits, etc.

In the event of Charter revocation, all contractual obligations under this Agreement cease immediately upon the effective date of revocation.

9. ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement or promise related to the subject matter of this Agreement which is not contained in this Agreement shall be valid or binding.
10. WAIVER. Either party to this Agreement may specifically and expressly waive, in writing, compliance or any breach by the other party with any term, condition or requirements set forth in this Agreement. Any such waiver, however, shall not constitute a further or continuing waiver of the same requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.
11. JURISDICTION. The parties hereby understand and agree that this Agreement, including the attachments hereto, has been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.
12. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized

representative of both parties.

13. **ARBITRATION OF DISPUTES.** The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorney's fees, costs and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order of the Arbitrator may be entered as a judgment of the Superior Court.
14. **INTERPRETATION AND OPPORTUNITY TO COUNSEL.** In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein. The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel.
15. **SEVERABILITY.** If any term, provision, condition or covenant of this Agreement shall to any extent be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.
16. **COUNTERPART EXECUTION.** This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.
17. **SIGNATURES.** We affix our signatures to this Agreement with the full and complete understanding of the relationship between the parties hereto.

PALISADES CHARTER HIGH SCHOOL, a California Non-Profit Public Benefit Corporation

By:

Chair, Board of Trustees, PCHS

Date

Employee name

Date

**ATTACHMENT A:
BENEFIT DESCRIPTION**

1. The JOB TITLE is entitled to participate in PERS or STRS, in accordance with their requirements.
2. The JOB TITLE is entitled to participate in PCHS provided health and welfare benefits including but not limited to medical, dental, vision and life insurance. In addition, JOB TITLE has the opportunity to enroll in other health and welfare benefits including but not limited to additional life insurance, pre-tax savings programs, 403(B), discount programs, etc. PCHS reserves the right to change benefits providers or packages as necessary, while still ensuring compliance with the employee benefits section of the Palisades Charter High School Charter.
3. The JOB TITLE is entitled to leaves of absence in accordance with Federal and State law, including but not limited to Family Medical Leave Act (FMLA), State Disability Insurance (SDI), Paid Family Leave (PFL), Pregnancy Disability Leave (PDL), etc.
4. The JOB TITLE is entitled to Paid Holidays of 12 days annually during the Term in keeping with the adopted annual school calendar. Holidays must be used on the day assigned, and unused holidays will not roll over or be paid out at contract termination.
5. The JOB TITLE is entitled to Paid Sick days of 12 days annually during the Term. Unused Paid Sick days will roll over as outlined by STRS and PERS, but will not be paid out at contract termination.

**Employment Agreement Between
PALISADES CHARTER HIGH SCHOOL and NAME**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date fully executed by and between the Board of Trustees (“Board”) of Palisades Charter High School (“PCHS”), a California Non-Profit Public Benefit Corporation and NAME (hereinafter referred to as the “TITLE”).

R E C I T A L S

WHEREAS, PCHS is a corporation, organized and operating exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, PCHS is authorized pursuant to its Articles of Incorporation and By-Laws to appoint and hire the TITLE to assist the Principal and Chief Administrative Officer and to carry out the duties and functions of the position as directed by the Principal and Chief Administrative Officer and/or the Board; and

WHEREAS, PCHS desires to retain the services of the TITLE by way of this Agreement and the TITLE is qualified to perform such duties; and

WHEREAS, the TITLE and PCHS desire to formalize the employment relationship by way of this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual terms and conditions contained herein, the parties hereto agree as follows:

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1. **TERM.** PCHS hereby employs the TITLE from July 1, 2011 to June 30, 2012, according to the terms and conditions set forth in the Charter, or as specified herein.
2. **COMPENSATION.**
 - a. For the 2011-2012 school year, the TITLE shall receive an annual salary of \$xx, to be paid in monthly payments, subject to all regular withholdings.
 - b. The TITLE is exempt from overtime law
3. **BENEFITS.** At PCHS’s expense, the JOB TITLE shall be afforded the health and welfare benefits of employment listed in the attached Benefit Description (Attachment A).
4. **DUTIES.** The TITLE shall perform the duties of TITLE as directed by the Principal and Chief Administrative Officer, the Articles of Incorporation and By-Laws, prescribed by

the Charter, or as specified in the attached job description. This description and the job duties for the TITLE may be altered from time to time by the Board.

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 - a. mutual written agreement of the parties;
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11. JURISDICTION. The parties hereby understand and agree that this Agreement, including the attachments hereto, has been negotiated and executed in the State of California and shall be governed by, and constructed under, the laws of the State of California.
12. AMENDMENTS. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing and signed by the authorized representative of both parties.
13. ARBITRATION OF DISPUTES. The parties agree that any dispute regarding the application, interpretation or breach of this Agreement will be subject to final and binding arbitration. Attorney's fees, costs and damages (where appropriate) shall be awarded to the prevailing party in any dispute, and any resolution, opinion or order of the Arbitrator may be entered as a judgment of the Superior Court.
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By:

Chair, Board of Trustees, PCHS

Date

NAME

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