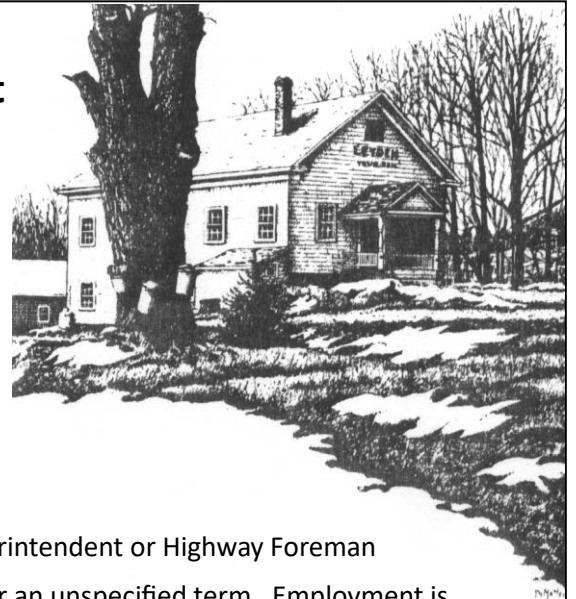


Town of Leyden Highway Employment Agreement

Date of Effect: _____

Name of Employee: _____



2. Employment. Employer shall employ Employee in the position of _____

- Full time, minimum of 40 hours a week
- Part Time
- Part Time "will call" basis when requested by Highway Superintendent or Highway Foreman

3. Term. Employees' employment under this agreement shall be for an unspecified term. Employment is subject to annual reviews and satisfactory performance of duties.

4. Performance of Duties. Employees shall perform assigned duties and responsibilities in a professional manner, in good faith, and to the best of the Employee's skills, abilities, talents, and experience.

5. Compensation. As compensation for the services provided by the Employee, the Employer will pay Employee:

- hourly rate of _____
- yearly salary of _____

Compensation will be assessed annually by the Highway Superintendent and the Select Board for the Town of Leyden. Any changes to compensation depend on the approval of the Town budget at the Annual Town Meeting.

6. Clothing Allowance.

- eligible for clothing and boot allowance annually, as needed, subject to approval by Highway Superintendent and funds in Highway Department account.
- will be supplied Town of Leyden Highway Dept branded clothing.
- will be supplied with a limited amount of Town of Leyden Highway Dept branded clothing.

7. Highway Department Vehicle Use.

- permission to take home Highway Department equipment*
- not permitted to take home Highway Department equipment.

*If checked, a signed Equipment Policy will be attached.



Office of the Board of Selectmen
TOWN OF LEYDEN

7 Brattleboro Road, Leyden, Massachusetts 01337 413-774-4111