

# 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 \$120 per day.  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?  Yes  No

Has the employee completed Verified Volunteers?  Yes  No

Ethnicity (used only for the purpose of EEO reporting) White  Black/Afr. Am.  Asian   
Native Hawaiian/Pacific Islander  Am. Indian/Alaskan Native  Hispanic  2 or more races

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

Please e-mail this completed form to Laura Im @ [lim@misda.org](mailto:lim@misda.org)