

Employee Name: \_\_\_\_\_

Employee Telephone: \_\_\_\_\_



Wright Way Company  
6501 Aaron Aronov Drive  
Fairfield, AL 35064  
205-639-1234

### **Employment Agreement**

The Wright Way Company is extending an offer of employment to you. After careful consideration of your candidate profile, we believe your skills and experience would be a good match for Wright Way. The position offered, along with its terms and conditions, are described in Schedule A below. If you should have any questions, please do not hesitate to contact the Wright Way office for more information. We look forward to having you join our team!

### **Terms and Conditions of Employment**

This is an Agreement between Wright Way Company ("Wright Way") and the below-signed employee ("Employee"). The Agreement is effective immediately as of the date signed, commenced, and indicated on Schedule A below.

In consideration of the employment opportunity provided by Wright Way, the Employee, intending to be legally bound, agrees to the following:

1. **Term of Agreement.** This Agreement is effective on the effective date and shall remain in effect throughout the term of your employment with Wright Way and for a period of one year thereafter.
2. **Classification of Work.** Employment with Wright Way Company is on an at-will basis, which means both you and Wright Way Company are free to terminate the employment relationship at any time for any reason.
3. **Scope of Work.** The Employee acknowledges that he or she has read the job description for the position of which he or she is being offered employment in its entirety, and fully understands the scope of work to be performed in said position. The Employee further acknowledges that the scope of work to be performed has been discussed with him or her by Wright Way's staffing personnel and the Employee is comfortable with the scope of work involved, possesses the abilities to perform the work involved, and is ready to fulfill the duties of the position being offered.
4. **Governance of Work.** Throughout the pendency of this Agreement, the Employee's work will be governed by state and federal labor statutes, the U.S. Fair Labor Standards Act and/or the Puerto Rico Labor Reform of 2017 Act, as well as the Puerto Rico Civil Code, Article 20(7) of Act No. 379 of May 15, 1948, as amended, P.R. Laws Ann. tit. 29, §288(7). An overview of these laws can be found in Schedule B to this Agreement.

5. Adherence to Policies and Procedures. The Employee hereby attests that they have received and read a copy of Wright Way's employee handbook, and further attests that they agree to abide by all the terms and conditions outlined therein.
6. Agreement to Fulfill Duty. If Wright Way sends the Employee out on assignment, and the Employee is dissatisfied with said assignment, the Employee agrees to finish out the workday, providing there is no emergency justifying leave. In the event the Employee walks off the assignment, the Employee's hourly pay will be reduced to minimum wage for that pay period.
7. Drug Test Authorization. The Employee understands that the use of drugs, alcohol, and other controlled substances in the workplace creates a safety concern for all employees, and further understands that the use of drugs, alcohol, and other controlled substances is prohibited while they are employed by Wright Way, and acknowledges that they will be required to submit to a drug screen test as part of the company's drug and alcohol abuse policy. Said drug test is a requirement of initial employment and/or part of the company's random drug testing procedures. In the interest of creating a safe working environment, the Employee consents for the Company to conduct the drug and alcohol tests it considers necessary as outlined in its drug testing policy. Upon request, the Employee consents freely and voluntarily to furnish a sample of their urine, breath, and/or blood for analysis a drug test under the circumstances described above along with all the terms and conditions of the drug and alcohol policy, and understands that this analysis will be conducted by company management personnel/supervisors and a certified testing laboratory with all data to be held in confidence except as otherwise necessary to carry out the terms and objectives of this policy. The Employee understands that a positive drug test is a violation of this policy and recognizes that a positive test will result in automatic mandatory termination of their employment. Additionally, a refusal to test, failure to submit adequate urine for test, or furnishing an adulterated sample, constitutes a/ positive test. The employee attests that he or she has received a copy of Wright Way's drug-free and alcohol-free workplace policy, understands all the provisions of the policy, and agrees to abide by those provisions.
8. Background Check Authorization. The Employee hereby authorizes Wright Way to investigate his or her background and qualifications for purposes of evaluating whether the Employee is qualified for the position being offered. The Employee authorizes such an investigation by information services and outside entities of Wright Way's choice. The Employee acknowledges that he or she may withhold their permission and that in such a case, no investigation will be done, and the Employee's application for employment will not be processed further. If the Employee authorizes a background check to be performed, the Employee hereby authorizes the company to use the information furnished by the Employee to conduct said background check.
9. Uniform, Personal Protective Equipment (PPE), and Tools. If the job position being offered to the Employee requires specific uniforms, clothing, equipment, and/or tools to perform the duties of that job, then the necessary items will be provided to the Employee by the company. Employee may use his or her own phone and laptop for communication and use his or her own vehicle(s) for transportation.
10. Injunctive Relief. The Employee hereby acknowledges: (i) that Wright Way will suffer irreparable harm if the Employee breaches his or her obligations under this Agreement; and (ii) that monetary damages may be inadequate to compensate Wright Way for such a breach. Therefore, if the Employee breaches any of such provisions, Wright Way shall be entitled to injunctive relief, in addition to any other remedies at law or equity, to enforce such provisions.

11. Severable Provisions. The provisions of this Agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable, in whole or in part, the remaining provisions and any partially unenforceable provisions to the extent enforceable shall nevertheless be binding and enforceable.
12. Modifications. This Agreement may be modified only by a writing executed by both the Employee and Wright Way.
13. Jurisdiction and Venue. This Agreement is to be construed pursuant to the laws of Alabama with venue conferred upon Jefferson County, Alabama.

By your signature you acknowledge that you have read and understand

the foregoing Agreement, that you agree to comply with all the terms of the Agreement, and that you have received a copy of the Agreement.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Employee Information**

Address: \_\_\_\_\_  
SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Direct Deposit Information**

Routing Number: \_\_\_\_\_ Acct Number: \_\_\_\_\_



**Schedule A**

The details of the position and its compensation are as follows:

**Details of the Position**

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

**Compensation**

Base pay rate: [ ] Wages \_\_\_\_\_ or [ ] Salary \_\_\_\_\_

Other Compensation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Per Diem: \_\_\_\_\_ Reimbursable expenses: \_\_\_\_\_

\_\_\_\_\_

(Note: Employees must submit receipts to verify expenses to be reimbursed. Employees must put their name at the top of each receipt and all receipts for the preceding week must be submitted to the payroll department by 12:00 noon on Monday to be included in the current week's payroll. The date of purchase and the nature of the expense must be visible on the receipt to be eligible for reimbursement)

**Issuances**

Equipment: \_\_\_\_\_

Tools: \_\_\_\_\_

**Verification**

EMPLOYEE

WRIGHT WAY COMPANY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date