

# PART TIME EMPLOYMENT CONTRACT

## PART-TIME EMPLOYMENT AGREEMENT

This Part-Time Employment Agreement is entered into as of between [EMPLOYER NAME], a Corporation at [EMPLOYER S BUSINESS ADDRESS] ("Employer"), and [EMPLOYEE NAME], residing at [EMPLOYEE S RESIDENTIAL ADDRESS] ("Employee").

### 1. Part-Time Position

**Position.** [JOB TITLE].

**Duties.** [DUTIES AND RESPONSIBILITIES]

**Part-time schedule.** Employee is engaged as a part-time employee working approximately **40 hours per week** (under 35 hours). The schedule may be adjusted by mutual agreement. Part-time status means Employee is not entitled to full-time benefits except as expressly stated.

**Work location.** On-site.

### 2. At-Will

**At-will.** Employment is at-will; either Party may terminate at any time, subject to anti-discrimination and anti-retaliation laws.

### 3. Compensation

**Salary.** \$0.00 annually, paid Biweekly.

**Exempt.** No overtime (29 C.F.R. Part 541).

### 4. Benefits (Limited)

As a part-time employee, Employee has limited benefit eligibility:

- Health coverage if Employee averages 30+ hrs/week (ACA §4980H full-time threshold);
- Prorated PTO based on hours worked;
- 401(k) eligibility per plan terms (ERISA §202 permits exclusion of under-1,000-hours employees);

### 5. Confidentiality and IP

**Confidentiality** with DTSA §1833(b) immunity notice and protected-activity preservation. **IP assignment.** Work Product within scope of duties is Employer's property.

**6. Restrictive Covenants**

**Non-solicitation.** 12 months.

**7. Expenses**

Employer shall reimburse reasonable business expenses per policy.

**8. Termination**

**At-will.** Either Party may terminate with or without cause. 14 days' resignation notice requested. Return all Employer property.

**Final pay on next regular payday.**

**9. Dispute Resolution**

**Governing law:** [STATE]. Mandatory [STATE] protections apply. Venue: [VENUE CITY], [STATE].

**10. Compliance Notices**

**EEO. I-9** within 3 business days.

**11. General**

Entire agreement; written amendments; severability; Employer assignment to successor; ESIGN/UETA electronic signatures; survival of 5–11.

**Signatures**

**Employer**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Employee**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE