

PART-TIME EMPLOYMENT AGREEMENT

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This Part-Time Employment Agreement (this "**Agreement**") is entered into as of [EFFECTIVE DATE] (the "**Effective Date**") by and between:

[COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE] with its principal place of business at [COMPANY ADDRESS] (the "**Company**"); and

[EMPLOYEE FULL NAME], an individual residing at [EMPLOYEE ADDRESS] (the "**Employee**").

The Company and the Employee are each a "**Party**" and together the "**Parties**."

Recitals. The Company wishes to employ the Employee on a part-time basis, and the Employee wishes to accept that employment. The Parties intend this Agreement to describe the Employee's reduced-hours schedule, compensation, benefit eligibility, and obligations, while preserving the at-will nature of the relationship where applicable. In consideration of the mutual promises below, the Parties agree as follows.

1. Position and Duties

1.1 Position. The Company employs the Employee on a part-time basis as [JOB TITLE], reporting to [MANAGER NAME / TITLE].

1.2 Duties. The Employee will perform the duties customary to the position and other duties reasonably assigned by the Company, and will perform them faithfully and competently.

1.3 Part-time status. The Employee is classified as a part-time employee. This status may affect eligibility for certain benefits, as described in Section 4 and the applicable plan terms.

1.4 Policies. The Employee will comply with the Company's lawful policies, procedures, and reasonable instructions.

2. Hours and Schedule

2.1 Scheduled hours. The Employee will work approximately [NUMBER] hours per week, on a schedule agreed with the Employee's manager.

2.2 Schedule changes. The Company may adjust the schedule based on business needs, with reasonable advance notice where practical, subject to applicable law.

2.3 Additional hours. Additional hours, if offered and worked, will be paid at the Employee's regular rate, plus any overtime required by applicable law for non-exempt employees.

2.4 Location. The Employee's primary work location is [LOCATION / REMOTE].

3. Compensation

3.1 **Pay.** The Company will pay the Employee **[\$RATE per hour / \$AMOUNT per pay period]**, payable on the Company's standard payroll schedule and subject to all applicable withholdings and deductions.

3.2 **Classification.** The position is classified as **[NON-EXEMPT / EXEMPT]** under applicable wage-and-hour law. Part-time non-exempt employees are paid for hours actually worked.

3.3 **Overtime.** If the position is non-exempt, the Employee is eligible for overtime pay for hours worked beyond the legal threshold, at the rate required by applicable law.

3.4 **Pay changes.** The Company may adjust the Employee's pay prospectively. No increase is promised by this Agreement.

4. Benefits and Time Off

4.1 **Benefit eligibility.** Part-time employees may have limited or no eligibility for certain benefit plans. The Employee's eligibility is governed by each plan's terms and applicable law.

4.2 **Paid sick leave and time off.** The Employee will accrue or receive paid sick leave and any other time off required by applicable law and Company policy, which may be prorated based on hours worked.

4.3 **Plan changes.** The Company may add, change, or end any benefit plan at any time, consistent with applicable law and plan terms.

5. At-Will Employment

5.1 **At-will relationship.** Unless applicable law provides otherwise, the Employee's employment is at will. Either the Employee or the Company may end the employment relationship at any time, for any lawful reason or no reason, with or without notice.

5.2 **No fixed term.** This Agreement does not create a contract of employment for any fixed period. The at-will relationship can be changed only by a writing signed by an authorized Company representative.

6. Confidentiality and Property

6.1 **Confidential Information.** The Employee will keep the Company's non-public, proprietary, or trade-secret information confidential during and after employment, except as authorized by the Company or required by law.

6.2 **Company property.** Company property, including documents, devices, and data, remains the Company's property and must be returned on termination or on request.

6.3 **Protected activity.** Nothing in this Agreement prohibits the Employee from reporting suspected legal violations to a government agency or engaging in other legally protected activity.

7. Inventions and Work Product

7.1 **Assignment.** The Employee assigns to the Company all right, title, and interest in inventions and works of authorship created within the scope of employment or using Company resources or Confidential Information.

7.2 **Statutory carve-out.** This Section does not require assignment of any invention to the extent prohibited by applicable state law governing inventions developed entirely on the Employee's own time without Company resources.

7.3 **Cooperation.** The Employee will sign documents and take reasonable steps the Company requests to perfect its rights, at the Company's expense.

8. General Provisions

8.1 **Governing law and venue.** This Agreement is governed by the laws of the State of [STATE], without regard to its conflict-of-laws rules. The Parties submit to the jurisdiction of the courts located in [COUNTY, STATE].

8.2 **Entire agreement; amendment.** This Agreement, together with the policies and agreements it references, is the entire agreement on its subject and supersedes prior statements. It may be amended only by a writing signed by the Employee and an authorized Company representative.

8.3 **Severability and waiver.** If any provision is unenforceable, the rest remains in effect. A Party's failure to enforce a provision is not a waiver.

8.4 **Assignment.** The Company may assign this Agreement to a successor. The Employee may not assign it.

8.5 **Counterparts and electronic signature.** This Agreement may be signed in counterparts and by electronic signature, each of which is an original and all of which together form one agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

COMPANY

EMPLOYEE

Signature: _____

Signature: _____

Printed name: [NAME]

Printed name: [EMPLOYEE NAME]

Title: [TITLE]

Title: N/A

Date: _____

Date: _____

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