

Place logo

Teacher Contract

Mission Statement

Place your organization's mission statement here

This agreement is entered into as of 2014 by and between
Your program's name, with offices at _____ and,

_____ an independent teacher and contractor, having his/her permanent address at

_____ (hereinafter called "teacher")

The Parties hereto agree as follows:

1. Engagement - YOUR PROGRAM'S NAME hereby engages teacher and teacher hereby agrees to hold himself/herself available to render at the request of YOUR PROGRAM'S NAME independent teaching, instructional and educational services for YOUR PROGRAM'S NAME and its affiliates, to the best of his/her ability, upon the terms and conditions hereinafter set forth.

2. Term - The term of this agreement is 3 months from the day of its execution and shall automatically be renewed for successive equal terms unless terminated in writing in accordance section 9 hereto.

3. Duties - Teacher shall hold himself/herself available to render, and shall render at the request of YOUR PROGRAM'S NAME at mutually agreed upon times, teaching and educational services for YOUR PROGRAM'S NAME.

4. Compensation - As full compensation for all services rendered by teacher under this agreement, YOUR PROGRAM'S NAME shall pay teacher the percentage amount specified in the attached document which shall be paid in arrears by the 5th of every month for the prior month. All such compensation shall be payable without deduction for social security, federal or state income taxes.

5. Benefits -The benefits extended to teacher are detailed in the attached document. YOUR PROGRAM'S NAME reserves the right to change such benefits, with written acknowledgment from teacher in accordance to new policies and organizational requirements. However, all benefits accrued by teacher prior to the policy change will be honored by YOUR PROGRAM'S NAME.

6. Non-Profit Liabilities- YOUR PROGRAM'S NAME, being in accordance with YOUR PROGRAM'S SPONSORING ORGANIZATION non- profit organization, deems teacher accountable for holding only donation based classes on YOUR PROGRAM'S NAME premises.

Initials:_____

Amount of donation is to be decided entirely by individual student with no outside influence of teacher. Private fees between student and teacher without written acknowledgment of YOUR PROGRAM'S NAME is against policies and gives a direct reason for termination of teacher.

7. Professional Code of Conduct - For the entire term of the agreement, Teacher shall render his/her services conscientiously and shall devote his/her best efforts and abilities in strict accordance to the YOUR PROGRAM'S NAME Professional Code of Conduct. At no time and under any circumstance shall teacher involve him/herself in a sexual relationship with any of his/her students/clients.

8. Termination - The agreement is entered into by the parties at will, and may be terminated by either party without cause, with 14 days written notice delivered to the other party at the address listed in section 10. In the event of: (a) Incapacity, resulting in the inability of teacher to perform the duties set forth, (b) violation of the professional Code of Conduct, (c) repeated violation of Alternative Structure International Policies (d) serious breach of any of the terms of this agreement. This agreement may be terminated by YOUR PROGRAM'S NAME. Compensation shall be honored up until date of termination.

9. Independent Contractor - It is agreed that teacher is acting as an independent contractor while performing his/her services. No workman's compensation insurance or any health insurance will be carried by YOUR PROGRAM'S NAME to cover the teacher nor shall extend any other benefit in addition to the ones specified in the present agreement. YOUR PROGRAM'S NAME shall not pay any contributions to social security, unemployment, personal accident insurance, federal or state withholding taxes.

10. Professional Liability Insurance - As an Independent Contractor, teacher is required to maintain a Professional Liability Insurance policy for the entire term of the contract naming as YOUR PROGRAM'S NAME, with offices at _____ an YOUR PROGRAM'S SPONSORING ORGANIZATION. If the teacher cannot attain liability insurance under special circumstance, approved by Managing Director, the teacher will, accept full liability for his/her classes, students.

11. Modification of Agreement - This agreement may be modified by the parties with terms of written additional agreement executed by both parties.

12. Governing Law - This agreement has been executed and delivered in the State of _____, and its interpretation, validity and performance shall be constructed and enforced in accordance with the laws of such State.

13. Agreement - This agreement along with the attached documents contains the entire contract of the parties and summarizes all agreements and understandings between the parties concerning the subject matter addressed within this contract.

Teacher

Date

YOUR PROGRAM'S NAME

Date

Initials: _____

Document "A"

YOUR PROGRAM'S NAME Administrative Policies

1. Punctuality: Teacher is required to attend all his/her regularly scheduled classes. Teacher agrees to start and end each class on time, in accordance to YOUR PROGRAM'S NAME latest published schedule. Teacher is expected to arrive on YOUR PROGRAM'S LOCATION premises no later than 15 minutes prior to the class scheduled start time in order to greet students and take part in necessary preparations before class.

2. Preparations Before: (a) It is the responsibility of the teacher to make sure all students entering class sign in. This is to ensure proper documentation of attendance for YOUR PROGRAM'S NAME records to perceive growth in teacher and YOUR PROGRAM'S NAME program. (b) It is responsibility of teacher to confirm that all student new to a YOUR PROGRAM'S NAME class signs a waiver of agreement to ensure that YOUR PROGRAM'S NAME is not liable for any students in the event of injury.

3. Follow Up Procedures after class: (a) YOUR PROGRAM'S NAME trusts and honors that teacher will abide by rules regarding donations given by students. Total amount of cash donations should be recorded immediately following the class and turned in to YOUR PROGRAM'S NAME director or Office of Administrations. (b) It is the responsibility of teacher to keep space in order which it was found prior to class.

4. No Show: Teacher agrees to give proper notice in an event of emergency that would hinder teacher's ability to show up at the appointed hour of his/her class.

5. Away Dates: Teacher needs to provide at least two months notice of any planned absence longer than seven days and 1 month notice of absence for two to seven days. Consultation with the YOUR PROGRAM'S NAME Director is required to secure the most appropriate substitute teacher and ensure consistent class attendance.

6. Substitute Teachers: In case teacher is unable to teach due to illness or emergency he/she shall immediately contact the YOUR PROGRAM'S NAME Director and/or YOUR PROGRAM'S NAME front desk to allow a substitution and avoid a no-show or class cancellation. If the teacher's notification is received by YOUR PROGRAM'S NAME within less than one hour prior to the beginning of the scheduled class, it will be considered a no-show. In the event that teacher is unable to teach any of his/her scheduled classes, it is his/her responsibility to arrange for the best possible substitute teacher. The name and qualifications of the selected substitute teacher shall be submitted by teacher to the Director OF YOUR PROGRAM'S NAME for approval with at least two weeks prior notice. It is the sole responsibility of the teacher to inform his/her substitute teacher of YOUR PROGRAM'S NAME Code of Conduct and A.S.I Administrative Policies and it is therefore understood that any substitute teacher is bound to know, accept and honor such Codes and Policies prior to teaching at YOUR PROGRAM'S NAME. Failure to comply may reflect on the teacher's relation with YOUR PROGRAM'S NAME.

7. Compensation of Substitute Teacher: In an event of a substitute teacher, it is agreed upon by YOUR PROGRAM'S NAME, teacher, and substitute of compensation rules and regulations. If substitute teacher is not on payroll of YOUR PROGRAM'S SPONSORING

Initials: _____

ORGANIZATION the agreement is treated of that of a volunteer and compensation for teaching the class is *put in alternative form of recognition/compensation* from YOUR PROGRAM'S NAME. There is no money exchange between parties for compensation of substitute teacher.

8. Room Change & Class Cancellations YOUR PROGRAM'S NAME reserves the right to occasionally move a class to a different area of property than the one listed on YOUR PROGRAM'S NAME published schedule. In such event YOUR PROGRAM'S NAME staff is committed to do their best to give teacher advance notification. In rare cases, classes may also need to be cancelled. If a class is cancelled by YOUR PROGRAM'S NAME, teacher will be promptly notified and YOUR PROGRAM'S NAME will make every attempt to reschedule the class at a different time.

9. Feedback: Teacher agrees to be open and responsive to feedback from his/her YOUR PROGRAM'S NAME Director and/or Farm Director, regarding teaching style, class content, community and teaching issues, in order to ensure the continued growth and success of YOUR PROGRAM'S NAME.

Document "B"

Teacher Provisional Class Schedule

DAY	TIME	SPACE
DAY	TIME	SPACE
DAY	TIME	SPACE
DAY	TIME	SPACE
DAY	TIME	SPACE

Initials: _____

Document "C"

Teacher Compensation

A - Group classes

-Teacher will receive a compensation equal to 40 percent of total donations per class.
 -60 percent of total donations per class will go towards the growth of YOUR PROGRAM'S NAME for use of space and to benefit growth of farm and yoga program.

-Any teacher acquiring new students to YOUR PROGRAM'S NAME whom return to any YOUR PROGRAM'S NAME class more than 3X per term will be compensated with 1 free box of fresh produce (endowment from Kahumana Organic Farms department) per week or on a basis deemed fit by YOUR PROGRAM'S NAME Director.

B- Workshops

-Individual workshops taught by teacher under YOUR PROGRAM'S NAME will be in compensation of 40 percent of total earnings for teacher. 60 percent of total earnings will go towards the growth of YOUR PROGRAM'S NAME for use of space and to benefit growth of farm and yoga program.

I have read and understood the above statements and I agree with the compensation system above described

 Teacher

 Date

Document "D"

YOUR PROGRAM'S NAME Professional Code of Conduct

YOUR PROGRAM'S NAME recognizes the sensitive nature of the student/teacher and client/practitioner relationship and believes that it is the responsibility of all YOUR PROGRAM'S NAME staff, teachers and private practitioners to ensure a safe and protected environment in which a person can grow physically, mentally, and spiritually.

1. Principles

In order to protect the student/client in this potentially vulnerable relationship, as well as to uphold the highest professional standards for YOUR PROGRAM'S NAME staff, teachers

Initials:_____

and private practitioners, teacher agrees to accept and support the following foundational principals, which have been adopted by YOUR PROGRAM'S NAME:

2. Staff, Student & Client Relationships

It is the teacher responsibility to maintain relationships on a professional basis with all students/clients, with YOUR PROGRAM'S NAME staff and other members of the public who are on the premises of YOUR PROGRAM'S NAME. Teacher agrees to accept the following standards adopted by YOUR PROGRAM'S NAME.

- Not to abandon or neglect staff/students/clients or other members of the public who are on the premises of YOUR PROGRAM'S NAME. If unable or unwilling for appropriate reasons to provide professional help or continue a professional relationship, every reasonable effort is made by teacher to arrange for continuation of instruction with another teacher or practitioner.
- To make realistic statements regarding the benefits of the professional field which he/she provides.
- To show sensitive regard for the moral, social, and religious standards of staff/students/clients and groups and avoid imposing any kind of beliefs on others, although personal views may be expressed when appropriate in the class or session if instrumental to its successful completion.
- To recognize the trust placed in and unique power of the teacher/student relationship. While acknowledging the complexity of some relationships, teacher avoids exploiting the trust and dependency of students/clients and also avoids those dual relationships with students/clients (such as business, close personal, or sexual relationship) that could impair his/her professional judgment, compromise the integrity of the instruction or service, and/or use the relationship for personal gain.
- Not to engage in harassment, abusive words or actions, or exploitative coercion of current or former staff/students/clients.
- To consider all forms of sexual behavior or harassment with students/clients as unethical, even when a students/client invites or consents to such behavior involvement. Sexual behavior is defined as, but not limited to, all forms of overt and covert seductive speech, gestures, and behavior as well as physical contact of a sexual nature, harassment is defined as but not limited to, repeat comments, gestures, or physical contacts of a sexual nature.
- To recognize that the teacher/student and practitioner/client relationship involves a power imbalance, the residual effects of which can remain after the student is no longer studying with the teacher or the client is no longer booking sessions with the healing practitioner.
- Therefore, YOUR PROGRAM'S NAME suggests extreme caution if teacher chooses to enter into a personal relationship with someone who is your student/client.

3. Confidentiality

Teacher respects the integrity and protects the welfare of all persons with whom he/she is working and has an obligation to safeguard information about them that has been obtained in course of providing his/her services or the instruction process.

Initials: _____

Teacher agrees to accept the following confidentiality principles adopted by YOUR PROGRAM'S NAME.

- All records kept on a staff member, student or client are stored or disposed of in a manner that assures security and confidentiality.
- Teacher treats all communications from students with professional confidence.
- When supervising staff, apprenticing or consulting with other staff members, teachers or practitioners, teacher use only the first names of the student/client, except in those situations where the identity of the student/client is necessary to the understanding of the case. It is the teacher responsibility to convey the importance of confidentiality to the staff member, apprentice or consultant.
- Teacher does not disclose staff, student or client confidences to anyone, except as mandated by law to prevent a clear and immediate danger to someone, in the course of a civil, criminal, or disciplinary action arising from the instruction where a staff member, teacher or practitioner is a defendant, for the purpose of supervision or consultation, or by previously obtained written permission in cases involving more than one person (as student or client), written permission must be obtained from all legally accountable persons who have been present during the instruction or providing of service before any disclosure can be made.
- Teacher obtains consent of YOUR PROGRAM'S NAME and its students before audio and/or video tape recording or permitting third party observation of their sessions.
- When current or former students/client are referred to in a publication, while teaching, or in a public presentation, their identity is thoroughly disguised.

4. Assistants, Students, and Staff

Teacher has an ethical concern for the integrity and welfare of all students, assistants and YOUR PROGRAM'S NAME staff. These relationships are maintained on a professional and confidential basis.

Teacher recognizes his/her influential position with regard to both current and former students, assistants, and YOUR PROGRAM'S NAME staff, and avoids exploiting their trust and dependency. Teacher makes every effort to avoid dual relationships with such persons that could impair his/her judgment or could increase the risk of personal and/or financial exploitation. Teacher agrees to accept the following principles of interaction with assistants, students and staff adopted by YOUR PROGRAM'S NAME.

I have read and agree to the above YOUR PROGRAM'S NAME Professional Code of Conduct. I understand that by going against this code is reason for immediate termination

Teacher

Date

snagged this at: TheYoke.Yoga

Initials:_____