

## TUTOR EMPLOYMENT CONTRACT

### **1. Term of Employment**

During school vacation/holiday periods there may be no lessons. The nature of tutoring is such that at times, there will be no lessons. The Tutor acknowledges that he/she is not considered to be an employee of the company. The Tutor will be held personally liable for any misconduct or negligence committed whilst representing Academic Tutoring Club.

### **2. Responsibilities of the Instructor**

- (A) The Tutor will provide the following services: instruction of lessons and lesson activities for individual tutoring at the student's home or suitable public location.
- (B) Tutors are to plan and provide appropriate lesson activities and worksheets
- (C) Tutors shall comply with possible minor changes of schedules that may take place, and/or additional reasonable requirements relevant to Academic Tutoring Club.
- (D) Tutors are responsible for familiarizing themselves with their duties, provided in detail at [www.academictutoringclub.com](http://www.academictutoringclub.com)
- (E) Tutors will write progress reports on students after each lesson
- (F) Tutors are required to be punctual for lessons and to communicate any concerns, changes or feedback by email /phone to the director.
- (G) The Tutor will provide the highest professional standard of punctuality, communication, preparation, appearance, teaching and conduct.

### **3. Remuneration**

Your remuneration hourly rate will be decided by the director. A payment report will be emailed to you at the end of each working month detailing the amount payable to you. Payment will be made by cheque and sent to the Instructor's home address or can be picked up in person.

### **4. Termination of Employment**

The following standard of conduct is required to be followed by Tutors:

- a. The Tutors shall not disclose any information relating to the lessons and the business operations of Academic Tutoring Club without prior permission of the Employer. Violation of this stipulation will result in termination of employment.
- b. The Tutor will not enter into an outside agreement with any student or student's parents to provide tutoring services that are external to Academic Tutoring Club.
- c. The Tutor is required to conduct oneself in a professional manner and to wear clothing suitable for lessons.
- d. The following forms of behaviour will not be tolerated:
  - Conducting lesson activities while under the influence of alcohol or illegal drugs
  - Disrespecting and violating rules regarding behaviour and conduct
  - Any felony committed either while in the performance of teaching duties at a student's house or public location.

The Employer reserves the right to terminate this contract if the Instructor displays gross violation of any term or condition of this contract or fails to conduct oneself in a professional manner.

### **6. Conflict of Interest**

You shall devote your full attention to your performance and quality of teaching and shall not



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engage in any other business or activities, during the lessons, which may be in conflict with your duties/responsibilities and/or in direct or indirect competition with the business carried out by Academic Tutoring Club.

## 7. Governing law

This contract shall be governed and construed in accordance with the laws of the province of British Columbia. Disputes are subject to labour arbitration. Both parties have carefully read this contract; they agreed to its terms and conditions in good faith; and they will attempt to resolve any disputes, which may arise from the terms of the contract or the breach there of, in a reasonable way. Any dispute that cannot be resolved by the parties to this contract would be resolved through the appropriate Court of Law in B.C. in accordance with Canadian Laws. Both parties are duly aware of and agree to the terms and conditions of this contract as stated above. The parties hereby agree and shall adhere to the conditions provided above.

### Employer (Academic Tutoring Club):

Andrew Charles Jackson

**Congratulations & Welcome,**

**School Just Got Better.**