



## EMPLOYEE AGREEMENT

This Agreement is made and entered into the **23rd** day of **March, 2018** by and between EPIC Academy, referred to herein as “School,” and **Sophie Creutz**, referred to herein as “Employee.”

### WITNESSETH

1. **EMPLOYMENT:** School hereby agrees to employ Employee as a 9<sup>th</sup> grade math teacher for the 2017-18 school year. Employee agrees to accept such employment and to serve School in such capacity, performing such assignments and responsibilities as assigned by School.
2. **TERM:** The term of this Agreement shall be from **April 2nd, 2018** through **June 15, 2018**. This Agreement is effective from the date of execution hereof. The term of this Agreement does not include vacation and personal time off as specified in School’s “Employee Handbook”, with dates to be finalized upon release of the Chicago Public Schools’ calendar. School is an at-will employer and may terminate this Agreement pursuant to the terms and policies adopted by School and as they may be amended from time to time. This Agreement shall automatically terminate on the last day of the regular school year. No tenure or right of continued employment is created by this Agreement.
3. **CONDITIONS:** It is understood and agreed by the parties to this Agreement that employment in a federal- or state-funded position is expressly conditioned upon availability of sufficient funding for the position. School may terminate this Agreement at any time in the event that a reduction of personnel is required for financial reasons or due to School’s decision to eliminate a position.
4. **COMPENSATION:** Compensation is **\$158.40** per day. Absences shall be unpaid at a per hour rate of **\$28.80**. Compensation shall be subject to deductions required by federal, state and local law and subject to deductions for other benefits (e.g., medical and dental coverage, pension) selected by Employee and as required by School policy. As per the employee handbook, a part-time employee is an employee who regularly works less than 30 hours per week and less than 1500 hours per year. Except as otherwise specifically provided in this handbook, part-time employees are not eligible to receive benefits under EPIC Academy’s benefits programs or paid Parental Leave and will not be paid for holidays. If Employee is a licensed teacher in accordance with the rules and regulations set forth by the Illinois State Board of Education, he (or she) will be required to participate in the Chicago Teachers Pension Fund (the “CTPF”), and School will make contributions to CTPF on Employee’s behalf as set forth in the Employee Handbook. If Employee is terminated for any reason during the term of this employment (whether for cause, as the result of a reduction in force, or by resignation), all compensation and rights to future compensation shall cease as of the final day of employment.
5. **REASSIGNMENT:** School reserves the right to assign and/or reassign Employee to any duties or position at any time during this term of this Agreement which School deems proper and/or is in the best interest of School, but shall not change the terms of compensation. Employee agrees such reassignment shall not constitute a breach of this Agreement.
6. **DUTIES AND RESPONSIBILITIES:** Employee shall perform assigned duties to the best of his or her skills and abilities and shall discharge the duties required by the rules and regulations of the Illinois State Board of Education and the Chicago Public School system, and such rules and regulations as may be determined by School in effect when this Agreement is signed or as may thereafter be adopted during the term of this Agreement. Specifically, Employee agrees to deliver full and complete reports pertaining to his or her job responsibilities, as required by School. Additionally, Employee agrees to:
  - work 5 1/2 hours of each student-led conference day, as scheduled by Employee’s supervisor;
  - deliver full and complete reports pertaining to student records, instruction, and behavior as required by School.
7. **PRE-REQUISITES FOR EMPLOYMENT:** Employee agrees that prior to entering upon duties under this Agreement, Employee will file with Board the following documents and credentials: birth certificate or valid passport, college transcripts, resume and biography, social security number, a driver’s license, payroll documents, evidence of satisfactory results of any required medical examinations, and consent to conduct a criminal background check. Employee agrees that any misrepresentation of these records may be grounds for termination.




8. CERTIFICATION: This Agreement is conditioned on the Employee providing and maintaining necessary certifications to work in a public school, other state- and school system-mandated credentials, and providing such other records required for payroll purposes. Any misrepresentation of credentials may be grounds for termination.
9. MISCELLANEOUS:
- A. This Agreement constitutes the entire Agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous Agreements or understandings, written or oral, between the parties concerning the same. No amendment, change or modification of this Agreement shall be valid unless in writing and signed by both parties.
  - B. If activities of School are suspended for reason of fire, casualty, act of God, riots, public emergency, closing due to financial considerations, revocation of or failure to renew School's charter, or any cause beyond the control of School, School may suspend this Agreement and shall be relieved of any and all obligations hereunder.
  - C. If any provision of this Agreement shall be determined to be in violation of federal, state or local law and thereby unenforceable, the other provisions of this Agreement shall remain in full force and effect.
  - D. Employee warrants that all information supplied to School is current and accurate and that false, misleading, or inaccurate information shall be cause for School to cancel and void any and all obligations contained in this Agreement.

IN WITNESS WHEREOF, signatures are affixed hereto and to a duplicate hereof as of the day and year specified below.

EPIC ACADEMY

EMPLOYEE

By: \_\_\_\_\_  
Tawanna Patton, Principal

By:  \_\_\_\_\_  
Sophie Creutz, Employee