

Sample Spouse Employment Agreement (traditional spousal role)

DATE

NAME

ADDRESS

Dear _____ :

It is with great pleasure that I write to confirm that the Board of Trustees of _____ University (the "Board") has acted to officially recognize your expected contributions to _____ University as part of our "presidential team." The Board has determined that it is appropriate that the significant nature of your work be separately acknowledged in a more formal manner in this letter agreement (the "Agreement").

Accordingly, I am pleased to confirm your employment by the University and appointment as "University Ambassador" and to advise you that your initial annualized salary, beginning July 1, 2018, will be \$ _____, less applicable deductions. Your compensation will be reviewed annually.

This position is a full-time position. You are eligible to participate in such University benefits as are generally available to full-time employees, subject to such eligibility requirements, terms and costs as are applicable, including medical, dental and life insurance, 22 days vacation, and 15 days sick leave. Please note that you have the choice to participate in either the State Teachers Retirement System of _____ or the _____ University Alternative Retirement Plan offered through a number of independent carriers such as TIAA-CREF. You are required to select a retirement plan within 120 days of your employment.

The University will pay or reimburse the reasonable cost of all official entertainment and business-related travel for you in accordance with standard university policies. The University will establish an annual budget for entertainment and travel based on the needs of your responsibilities.

The University recognized that it is both appropriate and beneficial for you to engage in outside activities, such as serving on for-profit and nonprofit boards of directors, consulting, delivering speeches, and writing. However, you shall seek prior approval from the Chair of the Board before agreeing to serve on the board of directors of any for-profit or nonprofit corporation. In addition, other outside commitments that may require a substantial amount of your time must be approved by the Chair of the Board. You may not engage in any outside activity that conflicts with your duties to and responsibilities for the University or _____ Ethics laws.

All income or other compensation earned by you in connection with or outside activities shall be paid to and retained by you and reported in accordance with applicable tax law and established University policy. Such income, if any, shall have no effect on the amount of salary, benefits, or other compensation to which you may be entitled to under this Agreement.

Your appointment is, of course, subject to all applicable rules, regulations, and procedures of the University as now in effect and hereafter amended, directives as promulgated by the President and official actions of the Board of Trustees. This appointment is also subject to all applicable laws and regulations including full compliance with _____ Ethics laws. In compliance therewith, the University is providing you with the enclosed copy of the relevant Ethics

laws. However, to the extent that any of the terms and conditions to this Agreement are in conflict with any University rule, regulation, or policy, the terms and conditions of this Agreement prevail.

University faculty and staff are required to acknowledge receipt, review, and understanding of University's Policy Prohibiting Harassment and Discrimination. Please acknowledge your receipt, review, and understanding by signing and returning the attached form.

It is understood and agreed that your work will be largely autonomous within the parameters of your duties as described in the attached job description. You will report to me as the Chair of the Board of Trustees of the University. I shall very much look forward to this opportunity to work with you. I have attached a copy of your job description, which further outlines your job duties and which is incorporated by reference as part of this Agreement.

No provision of this Agreement shall be construed to create an express or implied employment contract, or a promise of employment for any specific period of time. You serve at the pleasure of the Board of Trustees and your employment with the University is at-will, which may be terminated by you or the University at any time for any reason,

The spouse of the President of the University has traditionally played a significant role in assisting the President in the execution of the President's duties. This shared responsibility and team effort have provided the University with immeasurable benefits in effectively representing the University within the campus community, among alumni and friends, the Board of Trustees with the general public, and we look forward to continuing this tradition during Dr. tenure as President.

This letter constitutes our entire offer regarding the terms and condition of your prospective employment by the University. It supersedes any prior agreements, or other promises or statements (whether oral or written) regarding the offered terms of employment. The terms of your employment shall be governed by the laws of the State of .

You may accept this offer of employment and the terms and conditions hereof by signing the enclosed additional copy of this letter. Your signature on the copy of this letter and your submission of the signed copy to me will evidence your agreement with the terms and conditions set forth herein. We look forward to you joining the University and feel confident the relationship with the University will be mutually rewarding. If you have any questions, do not hesitate to call.

With warm personal regards, I remain

Sincerely yours,

Chair, Board of Trustees

Acknowledgement

I, , have read, understand, and accept employment on the terms and conditions outlined in this Agreement, including the attached job description. I am not relying on any representations made by anyone other than as set forth above.

Signature

Date