

EMPLOYMENT CONTRACT CHECKLIST

Employment Contract Checklist

This checklist provides a guide for things to consider when establishing employment contracts for new employees.

Duration

- Length of contract (One year, annual extensions)
- Conditions under which contract can be dissolved (*Death, disability, retirement, other*)
- Effective date of contract

Relationship of Parties

- Employee, at will?
- Independent contractor

Compensation

- Amount of salary
- Compensation method
- Salary increases: (*Salary, draw & bonus, expenses offset*)
 - How often?
 - How much?
- Bonuses:
 - Signing?
 - Annual?
 - How computed?
- Benefits available (to employees only):
 - Pension and profit sharing plans (*Waiting periods, percent paid, vesting*)
 - Medical insurance
 - Malpractice premiums paid
 - Disability insurance paid (*Paid by employee, employer*)
 - Dental insurance
 - Long-term care insurance
 - Life insurance paid
 - Vacation (*# of weeks, tie into disability*)
 - Sick leave / discretionary days (*Maternity issues, tie into disability*)
 - Boards
 - Conferences
 - Continuing Medical Education (*Minimum time, maximum dollars*)
 - Post-graduate work
 - Professional books and periodicals
 - Professional dues paid
 - Medical equipment
 - Office space
 - Clerical help
 - Automobile allowance
 - Moving allowance
 - Expense offset
 - Medical reimbursement plan
 - Other



Duties

- Required work hours
- Required on-call schedule
- Restrictions on employment outside of practice (teaching, speeches, other clinical work)
- Type of patients to be assigned
- Restrictions on acceptance of patients and mode of treatment
- Provisions when called to jury duty or military service
- Confidentiality, trade secrets

Termination

- Penalties for leaving practice
- Covenant not to compete (time, area)
 - Loss of patients
 - Loss of accounts receivable
 - Access to medical records
 - Collection, ratio / costs
 - Compensatory damages

This checklist is not intended to be a substitute for legal advice. If you have specific questions or concerns regarding an employment or shareholder contract, you should contact your attorney.

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