

SAMPLE SOW

EMPLOYEE STATEMENT OF WORK

1. AGREEMENT. This Statement of Work will be entered under and governed by the Employment Contract between the parties hereto, dated as of **[date]** (the "Contract"). Unless otherwise defined herein, capitalized terms used in this Statement of Work shall have the meanings ascribed to them in the Contract.

2. SCOPE OF WORK

Services: **[list roles and responsibilities here – below are a sample]**

- Streamline Employee/Consultant Onboarding Process & Documents
- Streamline Client Onboarding Process
- Review and edit Contractor & Employee Onboarding documents
- Create pipeline protocol for finances and invoicing
- Create an Internal Company Manual outlining processes
- Modify Employee Handbook
- Get GL & E&O Quote per client requirements

4. SCHEDULE. This scope of work becomes effective on **[date]**.

5. PAYMENT

- a) Employee shall be paid **[frequency, e.g., once a month, twice a month, every other week]** in the amount of **[amount to be paid per pay period]** before taxes. All expenses must be approved in advance by the Company in writing (email is acceptable).
- b) Employee becomes eligible for health insurance **[after # of days/immediately]** and **[# of days]** paid vacation days **[time period, i.e., after a successful six-month review]**.
- c) Employee shall be paid **[indicate on which day(s) each month the employee will be paid]**.

The undersigned agree as of **[DATE]**.

[Your Organization] Signature
[Your Name, Your Title]

Date

Employee Signature

Date