



ARC of Bessemer  
1616 5th Ave N  
Bessemer, AL 35020  
(205) 434-1566

**Employment Agreement  
for**

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(Name of Employee)

Congratulations employment candidate. Alliance Reentry Centers is extending an offer of employment to you. After careful consideration of your candidate profile, we believe your skills and experience would be a good match for our company, providing that you pass a drug test and background check. The position offered, along with its terms and conditions, are described in Schedule A below. Your employment with Alliance Reentry Centers is on an at-will basis, which means both you and Alliance Reentry Centers are free to terminate the employment relationship at any time for any reason. We look forward to having you join our team!

If you should have any questions, please do not hesitate to contact the Alliance Reentry Centers office for more information.

**Terms and Conditions of Employment**

This is an Agreement between Alliance Reentry Centers and the below-signed employee ("Employee"). The Agreement is effective immediately as of the date signed, commenced, and indicated on Schedule A below.

In consideration of the employment opportunity provided by Alliance Reentry Centers, the Employee, intending to be legally bound, agrees to the following:

1. Term of Agreement. This Agreement is effective on the effective date and shall remain in effect throughout the term of your employment with Alliance Reentry Centers and for a period of one year thereafter, with options to renew or extend the Agreement annually.
2. Adherence to Policies and Procedures. The Employee hereby attests that they have received and read a copy of Alliance Reentry Centers' Employee Handbook, and further attests that they agree to abide by the terms and conditions outlined therein. Failure to abide by the terms and conditions outlined in the Employee Handbook and/or this

- Employment Agreement shall constitute grounds for disciplinary action and/or termination of employment with Alliance Reentry Centers.
3. Safeguarding of Company's Proprietary Information. Employee shall not use any information, methods, systems, ideas, know-how, discoveries, inventions, apparatus, procedures, or technology developed for Alliance Reentry Centers to enhance the equipment, programs, processes, or procedures for itself or any third parties, or to design a similar system for any type of equipment, programs, process, or procedures for itself or third parties without the prior written permission of Alliance Reentry Centers. Any documents, systems, ideas, discoveries, inventions, apparatus, procedures, or technology developed to enhance, strengthen, or advance Alliance Reentry Centers, its clients or subsidiaries, is the sole property of Alliance Reentry Centers.
  4. Drug Test Authorization. The Employee understands that the use of drugs, alcohol, and other controlled substances in the workplace creates a safety concern for all employees, and further understands that the use of drugs, alcohol, and other controlled substances is prohibited while they are employed by Alliance Reentry Centers and acknowledges that they will be required to submit to a drug screen test as part of the company's drug and alcohol abuse policy. Said drug test is a requirement of initial employment and/or part of the company's random drug testing procedures. In the interest of creating a safe working environment, the Employee consents for the Company to conduct the drug and alcohol tests it considers necessary as outlined in its drug testing policy. Upon request, the Employee consents freely and voluntarily to furnish a sample of their urine, breath, and/or blood for analysis a drug test under the circumstances described above along with all the terms and conditions of the drug and alcohol policy, and understands that this analysis will be conducted by company management personnel/supervisors and a certified testing laboratory with all data to be held in confidence except as otherwise necessary to carry out the terms and objectives of this policy. The Employee understands that a positive drug test is a violation of this policy and recognizes that a positive test will result in automatic mandatory termination of their employment. Additionally, a refusal to test, failure to submit adequate urine for test, or furnishing an adulterated sample, constitutes a positive test. The employee attests that he or she has received a copy of Alliance Reentry Centers' drug-free and alcohol-free workplace policy, understands all the provisions of the policy, and agrees to abide by those provisions. The Employee consents and authorizes the costs of the initial drug test and drug screen to be deducted from his or her earnings.
  5. Background Check Authorization. The Employee hereby authorizes Alliance Reentry Centers to investigate his or her background and qualifications for purposes of evaluating whether the Employee is qualified for the position being offered. The Employee authorizes such an investigation by information services and outside entities of Alliance Reentry Centers' choice. The Employee acknowledges that he or she may withhold their permission and that in such a case, no investigation will be done, and the Employee's application for employment will not be processed further. If the Employee authorizes a background check to be performed, the Employee hereby authorizes the company to use the information furnished by the Employee to conduct said background check and consents for the company to deduct the costs associated with the background check from his or her earnings as specified below.
  6. Equipment and Tools. If the job position being offered to the Employee requires specific uniforms, clothing, equipment, tools, computers, laptops, vehicles, fuel cards, debit cards, keys, or items required to perform the duties of the Employee's job, then the necessary items will be provided to the Employee by the company.

7. Deductions from Earnings. Any deductions that are to be subtracted from the Employee's earnings, such as costs associated with conducting background checks and drug screens will be deducted at a cost of ten dollars (\$10.00) per pay period until the costs are reimbursed in full, providing the Employee remains actively employed during that time. If the Employee resigns or is terminated prior to the costs being paid in full, the full amount of the cost shall be deducted from the Employee's final paycheck, providing the deductions do not reduce the Employee's earnings below the federal minimum wage for that pay period. Likewise, any deductions reimbursing the company for loss of equipment or theft shall be subtracted from the Employee's final paycheck, providing the deductions do not reduce the Employee's earnings below the federal minimum wage for that pay period. The Employee hereby acknowledges these conditions and stipulates to the deductions outlined in this paragraph.
8. Scope of Work. The Employee acknowledges that he or she has read the job description for the position of which he or she is being offered employment in its entirety, and fully understands the scope of work to be performed in said position. The Employee further acknowledges that the scope of work to be performed has been discussed with him or her by Alliance Reentry Centers' staffing personnel and the Employee is comfortable with the scope of work involved, possesses the abilities to perform the work involved, and is ready to fulfill the duties of the position being offered.
9. Injunctive Relief. The Employee hereby acknowledges: (i) that Alliance Reentry Centers will suffer irreparable harm if the Employee breaches his or her obligations under this Agreement; and (ii) that monetary damages may be inadequate to compensate Alliance Reentry Centers for such a breach. Therefore, if the Employee breaches any of such provisions, then Alliance Reentry Centers shall be entitled to injunctive relief, in addition to any other remedies at law or equity, to enforce such provisions.
10. Severable Provisions. The provisions of this Agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable, in whole or in part, the remaining provisions and any partially unenforceable provisions to the extent enforceable shall nevertheless be binding and enforceable.
11. Modifications. This Agreement may be modified only by a writing executed by both the Employee and Alliance Reentry Centers.
12. Jurisdiction and Venue. This Agreement is to be construed pursuant to the laws of the State of Alabama.

By your signature you acknowledge that you have read and understand the foregoing Agreement, that you agree to comply with all the terms Employee Signature of the Agreement, and that you have received a copy of the Agreement.

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Employee Signature

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Date

**Schedule A**

The details of the position and its compensation are as follows:

**Employee Information**

Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Direct Deposit Information**

Routing Number: \_\_\_\_\_ Acct Number: \_\_\_\_\_

**Details of the Position**

Employee: \_\_\_\_\_  
Position: \_\_\_\_\_  
Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**Issuances**

Equipment: \_\_\_\_\_  
Tools: \_\_\_\_\_

**Compensation**

Base pay rate: [ ] Wages \_\_\_\_\_ or [ ] Salary \_\_\_\_\_  
Other Compensation: \_\_\_\_\_  
\_\_\_\_\_

Per Diem: \_\_\_\_\_ Reimbursable expenses: \_\_\_\_\_  
\_\_\_\_\_

(Note: Employees must submit receipts to verify expenses to be reimbursed. Employees must put their name at the top of each receipt and all receipts for the preceding week must be submitted to the payroll department by 12:00 noon on Monday to be included in the current week's payroll. The date of purchase and the nature of the expense must be visible on the receipt to be eligible for reimbursement)

**Verification**

EMPLOYEE

ALLIANCE REENTRY CENTERS

Signature

Signature

Printed Name

Printed Name

Date

Date