



Terms and Conditions of Employment

Employee Name: _____ Date of Hire: _____

Property: _____ Regional Office: _____

This agreement sets forth the basic terms and conditions of your employment with Preservation Partners Management Group, Inc. (hereafter "PPMG") effective on your date of hire. By signing this agreement you will be agreeing to these terms. It is important that you understand clearly both what your benefits are and what is expected of you by PPMG.

Compensation. You will be paid bi-weekly, \$ _____ [per hour][per month (exempt)] less regular payroll deductions. If you are an exempt employee the above monthly salary covers all hours worked. If you are a non-exempt employee, in the event you are needed to work overtime, the overtime hours will be compensated per the applicable federal and state laws.

If you received lodging as a condition of employment, refer to the Employee Occupancy Agreement for the total compensation, terms and conditions.

Duties. Your job title will be _____. Your duties are described in your job description, you may be assigned other duties as needed and your duties, title or compensation may change from time to time on reasonable notice, based on the needs of PPMG and your skills, as determined by PPMG.

Adjustments and Changes in Employment Status. You understand that PPMG reserves the right to make personnel decisions regarding your employment including but not limited to decisions regarding any promotion, compensation adjustment, transfer or disciplinary action, up to and including termination, consistent with the needs of the business.

As an employee, you are required to exercise good judgment and discretion to provide high-quality services. You are required to follow company policies and procedures adopted from time to time by PPMG and to take such general direction as you may be given from time to time from the Executive Vice-President of PPMG. Preservation Partners Management Group reserves the right to change these policies and procedures at any time. You are required to devote your full energies, efforts and abilities to our employment, unless PPMG expressly agrees otherwise. You are not permitted to engage in any business activity that competes with PPMG.

Hours of Work. You are expected to work your scheduled hours established by the Property Supervisor or Regional Manager. PPMG reserves the right to change the schedule or hours as needed to meet the needs of the business. If additional hours are needed to get the job done, you are expected to work upon request. Non-exempt employees are expected to obtain prior written authorization before working any overtime hours.

