

Statement of Terms and Conditions of Employment

This form is provided for use by private security entities, for the purposes of Oregon Revised Statutes (ORS) 181A.913.(1)(b). A licensed private security entity shall furnish to each private security professional employed by a private security entity, at the time of hiring, a written statement that includes a description of the terms and conditions of employment, including the method of computing the rate of compensation.

Rate of Pay: Hourly Rate: _____

Monthly Salary: _____

Overtime: There is no overtime provision for this position

Overtime will be provided under the following conditions at the following rate:

Employment Conditions:

Your employment under this agreement will begin on this date: _____
Month /Day/Year

Work schedule is flexible, and you will be advised of dates & times of shifts _____ days prior to beginning required to work those shifts.

Set work shift will be _____ at _____.
Workdays Hours

Work Location:

Fixed location: _____

Variations based on assignment.

Labor dispute work location Yes No

Equipment and Uniform:

- The following necessary equipment and uniforms will be provided at no cost by the employer:

Attach additional pages if needed.

- Necessary equipment and uniforms must be provided by each worker. Necessary equipment and uniforms for this job are:

Attach additional pages if needed.

- Necessary equipment and uniforms may be purchased or borrowed from the employer. The prices and/or conditions for obtaining equipment and uniforms are as follows:

Attach additional pages if needed.

- Return of issued or borrowed equipment and uniforms upon dismissal or departure from employment is required. The following consequences may occur if not returned:

Attach additional pages if needed.

Vehicle Use:

- Vehicles will not be used as part of your work assignment.
- Vehicles will be used as part of your work assignment. The following Policies and Procedures are provided to outline requirements for vehicle use:

Attach additional pages if needed.

- Only agency vehicles are permitted for use while performing private security services.
- The use of privately owned vehicles is permitted under the following conditions:

Attach additional pages if needed.

