

**Generic House Director Employment Agreement**

*This resource is provided by Beta Theta Pi’s Cornerstone Housing Program. This is a generic house director job agreement contract. If you have questions, updates, or suggestions, please contact John Reineke, Director, Cornerstone Housing Program (**john.reineke@beta.org**; 800.800.BETA).*

**Beta Theta Pi Fraternity**

**Chapter Designation**

**University Name**

# House Director Employment Agreement

## **STATEMENT OF PURPOSE**

In addition to meeting any university requirement concerning live-in advisors in
Greek housing, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter (“chapter” herein) of Beta
Theta Pi seeks to fill a position that will benefit the chapter by having an experienced adult living in the chapter house who will help create and maintain a safe and attractive chapter facility and positive environment that supports academic success and the
Men of Principle initiative. The position will allow the house director (“HD” herein) the opportunity to gain hands-on experience working with a fraternity, managing property, fostering positive facility and chapter culture, and academic advising. The HD should
not only become familiar with Beta Theta Pi and the chapter, but also with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“University” herein) and the resources and support services available to students. The final purpose is to bring stability and continuity to the chapter operations and to support the interests of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“House Corporation” herein).

### TERM OF POSITION, TIME OFF AND VACATION PERIODS

The position shall begin on (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_) and end on (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_). The HD or House Corporation may terminate this agreement at any time with 14 days advance written notice. In which case, HD shall be vacated from their room on or before the end of the 14th day following receipt of such notice. The HD’s presence at the property is not required from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unless there are specific events or times the chapter or House Corporation has requested.

Vacations and holidays shall coincide with those of the University. In addition to those days, the HD will receive \_\_\_\_\_\_\_\_\_ additional vacation days per fall and spring term (shall be allowed as agreed to \_\_\_\_\_\_\_\_ days in advance by the house corporation president).

### EXPECTATIONS

The HD will serve as a property manager, act as a correspondent to the House Corporation, and serve as an adult presence in the fraternity house and a resource for the chapter. Selection of the HD shall be made by a joint decision between the chapter counselor, the chapter president and House Corporation; however, the House Corporation shall have the final approval.

In addition to any duties prescribed by the University, the following expectations of the HD include:

1. *(List required hours per week, whom the HD reports to, whom the HD collaborates with, and all job responsibilities)*

### COMPENSATION

The HD will be provided with a room in the chapter house. A meal plan consistent with the in-house student meal plan will also be provided. The monthly salary shall be $\_\_\_\_\_\_\_\_\_\_ payable to HD in two installments on the regular business day closest the 15th and the last day of each month. Should there be a premature termination of this agreement, the prorated amount of compensation shall be provided only through the date of termination.

### ALTERATIONS TO THIS CONTRACT

No alterations may be made without the mutual consent of the HD, chapter counselor, and House Corporation.

### INDEMNITY

HD does hereby agree that chapter and House Corporation shall not be liable for any direct or consequential damage to the HD or the personal property of HD for any reason whatsoever. All personal property of the HD shall at all times be at the risk of the HD only and the House Corporation and Chapter shall not be liable for any loss or damage thereto or for any theft thereof. HD shall protect, indemnify and hold the chapter and House Corporation harmless from and against any and all obligations, liabilities, cost, damages, claims and expenses of whatever nature or kind arising from injury to persons or damage to property in or about the fraternity house, arising out of or in connection with the HD’s use or occupancy of the premises or the HD’s activities in or about the fraternity house or arising from any act or negligence of the HD.

 IN WITNESS WHEREOF, the parties have executed this agreement this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

HD’s Signature HD’s Social Security Number

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

HD’s Full Name Printed HD’s Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HD’s Permanent Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Counselor Signature House Corporation President Signature