

Sample - Peer Educator/Worker Contract

The following is standard peer worker contract. I understand that employed as a peer worker the following contract rules and guidelines must be always adhered to.

1. *As a Peer Educator with (name of organization), I agree to perform the duties described in the Peer Education Description (see attached).*
2. *I agree to uphold and comply with the (name of organization) "Rules and Regulation" (see attached).*
3. *I agree to read and comply with the "Community Testing Policy and Procedure Manual, and/or other documents created by the agency regarding policy and procedures.*
4. *I agree to perform my duties in a professional manner and to always respect confidentiality.*
5. *I will not discuss the drug use or other personal business of participants, Peer Workers', or staff in the public area of the office or outside of (name of organization).*
6. *I will request a private meeting with my supervisor when reporting incidents involving others.*
7. *I agree to arrive on time and to participate until my scheduled shift is completed. It is my responsibility to schedule a 15-minute break with my supervisor during each shift. I am eligible for an extended break if I am asked to perform peer duties for more than 5 hours.*
8. *I agree to attend the Mandatory Monthly Peer Meeting, Personal Supervision, Trainings and other meetings as assigned by my supervisor.*
9. *I will notify my supervisor as soon as possible if I will be absent or late. My supervisor must approve of any change to my schedule.*
10. *In the event of an unplanned absence, I will try to notify my supervisor before my scheduled work time. If I am unable to contact my supervisor on the day of my absence [i.e. hospitalization or arrest] I will provide documentation explaining my lack of contact.*
11. *I understand if I fail to contact my supervisors within 3 days of being out, it will be understood I resigned.*
12. *I understand that it is my responsibility to maintain an accurate and up to date timecard.*
13. *I understand that I will receive stipend payments twice monthly, at the rate of a \$4.50 per hour and/or \$400.00 monthly. It is my responsibility to*

comply with (local tax laws and social benefits regulations) regulations regarding the stipend I receive.

14. I understand I will be subject to a performance evaluation approximately 45 days and then 90 days from my start date and annually thereafter.

15. I understand that if I am unable to perform my assigned duties or unable to comply with this contract, I may be asked to leave my position

16. I understand that should I require hospitalization; my job may be held for me for a period of up to 30 days. I understand that I will be required to bring proof of my hospitalization and may be asked to bring medical clearance authorizing my return to work. If I am unable to return to work within 30 days' time, I understand there is no guarantee that my job will be held for me.

17. I understand that I may not attend (name of organization) groups or services (i.e. acupuncture, medical clinic) during my scheduled shift, and that I will be referred to an outside agency should I require ongoing case management or counseling.

18. I understand that my behavior as a Peer Educator, both outside and in the office, effects how people look at the agency, and that I will always act in ways which will display (name of organisation) in its best possible light.

19. Finally, I understand that if I am terminated "for cause," I am no longer eligible to receive (name of organization) services.

Peer worker received the following documents:

- Peer Educator/Worker Job Description
- Stipend Worker Tax Responsibilities
- (Organisation) Rules and Regulations
- Peer Worker Unacceptable Behavior Policy
- Syringe Exchange Policy and Procedure Manual
- Outreach Do's and Don'ts
- Peer Worker Time Sheet

Peer Name _____

Signature _____

Date _____

Supervisor _____