

Recruiting:
Sample "Letter of Understanding" or "Work Agreement"

Date _____

Jim and Betty Workamper
Anywhere, USA

Dear Jim and Betty:

We are happy that you will be joining our team for the upcoming season. Your Workamper positions will begin May 15th, and last until September 11th (17 weeks). You are welcome to check in to the campground as early as May 1st, at no charge. The site we have reserved for you is level and shady, with plenty of room for your 38' motorhome and tow car.

You will each work 4 hours per day, 5 days a week for a combined total of 40 hours per week (4 hrs/day x 5 days/week x 2 people = 40). You will have two consecutive days off every week to explore the area together. Compensation includes a full hookup site with cable TV and wireless internet service valued at \$400 per month in exchange for 14 hours per week. The remaining 26 hours per week will be paid at \$7 per hour. As noted below, the value of your site will be excluded from your gross income for federal tax purposes. We also pay a \$500 bonus upon satisfactory completion of this agreement.

Typical duties include:

- cashiering, stocking shelves, taking inventory and preparing lists for goods needed, assisting customers with checking out, and keeping store clean.
- assisting customers checking in/out of the campground for day-use and overnight camping, computer based registration
- assisting customers, plus general administrative duties
- general maintenance duties, including: campsite cleanup, trash pickup, restroom maintenance, various projects as needed
- assisting with special events: hot dog roasts, pancake breakfasts, etc.

We value our Workampers, and we take our commitment to you very seriously. When you return this signed agreement, we will consider this job to be filled and will be counting on you to report as scheduled. Do not sign this agreement if you are still considering other positions. If you have any reservations or questions, please contact us immediately.

As a demonstration of good faith, we ask that you change the availability date on your Awesome Applicants resumé to no earlier than September 12th.

The following information is included per IRS rules on lodging/compensation (irc1.119(b)): In order to properly perform your duties, you are required to accept employer provided accommodations as defined elsewhere in this agreement. The value of the accommodations will not be included in your gross income.

If you agree to all of the above, please sign and return a copy of this letter by fax or mail no later than _____.

We accept the arrangements outlined above and agree to perform the listed duties.

Jim Workamper _____ Date: _____

Betty Workamper _____ Date: _____

We will do our best to provide a rewarding Workamper experience. We look forward to working with you.

Sincerely,

Barbie Smith _____ Date: _____

John Smith _____ Date: _____

Smith's Resort