

Memorandum of Understanding

This Memorandum of Understanding is made by and between Francis Foundation, Inc., a Vermont corporation having its principal place of business at 16 Church Street, Middlesex, Vermont, and \_\_\_\_\_, residing in \_\_\_\_\_.

I \_\_\_\_\_, agree to inform the Francis Foundation administration, within 5 business days, if any of the following occur during my employment or contractual agreement as a developmental home provider.

- Arrested by the legal authorities, or have pending legal issues.
- Served with a protective order (restraining order or relief of abuse order)
- Subject to a child protection or disabled adult/elderly abuse investigation.
- Driver's operator license is suspended, revoked, or if I no longer have valid automobile insurance.

Employee

All employment with the Francis Foundation is on an at-will basis. This Memorandum of Understanding does not modify the at-will relationship in any way. The Francis Foundation reserves the right, as does the employee, to terminate employment at any time.

Home Care /Respite Care Contractor

This Memorandum of Understanding does not modify the Developmental Home Provider agreement in any way.

By signing below the employee/contractor willfully agrees to adhere to the actions in this document.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Employee / Contractor Signature

\_\_\_\_\_  
Employee/Contractor Name (print)