

Administrator Employment Contracts

OFFICE MANAGER EMPLOYMENT AGREEMENT

NOTE: This form is used by a broker when employing a licensed broker or sales person as an office manager for their brokerage operations, to establish their duties as the office manager and the fee schedule for their earnings.

DATE: _____, 20____, at _____, California.
Broker hereby employs Licensee as the Office Manager of Broker's real estate office located at _____.

1. OFFICE MANAGER AGREES TO:

- 1.1 Maintain a real estate license in the State of California and act as Office Manager for Broker.
- 1.2 Provide managerial/supervisory service under the direction of the Broker or the Designated Officer in Broker's employ.
- 1.3 Diligently perform duties assigned and immediately deposit and account to Broker for all cash or checks received by Office Manager or employees assigned to him.
- 1.4 Develop a working relationship with each licensee employed at this office.
- 1.5 Assist in the implementation of Broker's policy manual and any other directions given by Broker.
- 1.6 Review all correspondence and documents made or received by Broker or his agents.
- 1.7 Organize and participate in any educational programs or meetings specified by Broker.
- 1.8 Assure the existence of a full inspection and disclosure of the conditions of any property to be sold, bought, leased or encumbered by Broker's clients.
- 1.9 Obligate Broker to no agreement without Broker's prior consent.
- 1.10 Expose Broker to no liability to any third party without Broker's prior consent.
- 1.11 Join and pay fees for Office Manager's membership in any professional organization in which Broker is a member.
- 1.12 Divulge to no one the business or names of clientele, lists or descriptions of forms, trade secrets or business practices of Broker during or after the term of this agreement.
- 1.13 Also be employed by Broker as an Independent Contractor. Concurrent herewith, Office Manager and Broker have entered into and signed a separate Independent Contractor's employment agreement. [See RPI Form 506]

a. Any conflicts in the terms of these agreements shall be controlled by this agreement.

2. BROKER AGREES TO:

- 2.1 Create the necessary resolutions to adopt this agreement.
- 2.2 Maintain a license as a real estate broker in the State of California.
- 2.3 Maintain an office with proper facilities to operate a real estate brokerage business.
- 2.4 Maintain membership in the following professional organization(s):
 - Multiple Listing Service
 - Local branch of the California Association of Realtors and National Association of Realtors
- 2.5 Maintain listings.
- 2.6 Provide advertising approved by Broker.
- 2.7 Provide worker's compensation insurance for Office Manager.
- 2.8 Maintain the following insurance coverage for Office Manager:
 - Errors and Omissions Health Dental Life
- 2.9 Indemnify Office Manager for the expense of any legal action arising out of the proper performance of Office Manager's duties.
- 2.10 Pay Office Manager as specified in the Office Manager's fee schedule, section 3 of this agreement.
- 2.11 Withhold from the Office Manager's compensation all appropriate state and federal income taxes, state disability insurance, and social security taxes.
- 2.12 Other _____

3. OFFICE MANAGER'S FEE SCHEDULE:

- 3.1 The Office Manager is to be compensated under this agreement solely for his administrative efforts.

----- PAGE ONE OF TWO ----- FORM 510 -----

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of a mixture of Express and Implied terms: way as if they were an employee, but this is for administrative convenience only. The administrator contract statute specifically contemplates modification of employment contracts by mutual agreement between the board and a principal.

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