HRA

Employment Agreement

Note

This is a standalone employment agreement. HRA eligibility and plan terms are handled in a SEPARATE document (the HRA Written Plan Document) — this agreement only notes that an eligible employee may participate. The employment relationship and the HRA are two distinct things.

Employer Information

Employer (Business Name):

Business Address:

Employer / Owner Name:

Employee Information

Employee Name:

Job Title: *e.g., Administrative Coordinator*

Employment Status: *Full-Time / Part-Time*

Compensation: $ *per hour / salary*

Work Schedule (hours/week):

Supervisor:

General Duties

Duties must be legitimate, specific, and provide real value to the business. Describe the actual role — avoid broad or generic language.

Describe specific duties:

Terms of Employment

1. **Duties.** Employee agrees to perform the specific duties described above diligently and in good faith. Duties may be updated as needed by the Employer with reasonable notice.
2. **Compensation.** Employee shall be paid the rate listed above through the Employer's regular payroll process.
3. **Benefit Eligibility.** As an employee, the Employee may be eligible to participate in the Employer's Health Reimbursement Arrangement (HRA), subject to the terms of the Employer's separate HRA Written Plan Document. Eligibility, covered expenses, reimbursement limits, and claims procedures are governed entirely by that plan document, not by this agreement.
4. **Tax and Compliance.** Both parties acknowledge that this is a legitimate employment relationship established for business purposes. The Employer will maintain all required employment and payroll records for IRS compliance.
5. **Termination.** Either party may terminate this agreement at any time with reasonable written notice.

Signatures

Employer Signature:

Date:

Print Name:

Title:

Employee Signature:

Date:

Print Name:

Disclaimer: The information in this document is for compliance recordkeeping purposes only and does not constitute tax, legal, or financial advice. Clients should consult with their own tax advisors to confirm how these rules apply to their individual circumstances. This is not a promise of qualification or a guarantee of specific outcomes.