**ARK COMMUNITY EDUCATION CENTRE**

CONTRACT OF EMPLOYMENT

**THIS CONTRACT OF EMPLOYMENT** date the………………………………………………………Date of…………………

2024, **BETWEEN ARK PRIMARY SCHOOL P.O BOX 2190-00202 K.N.H Nairobi**

(hereinafter called; “the Employer”) which expression shall where the context to admits include its

Successors and assigns of the first part

AND OF P.O BOX……………………………………………………………………………………………………………………………….. Nairobi (hereinafter called; (“the Employee”) which expression shall where the context so admits includes

His/her administration assigns for the second part.

**WHEREAS** the Employer has established an institution for caring and assisting the needy children

**AND WHEREAS** the Employer requires man power to assist it in the running of various department

In the institution.

**NOW THIS AGREEMENT WITNESSED HAS FOLLOWS:**

1. The employer shall employ the employee in the capacity of

**TEACHER/CASHIER/WATCHMAN/COOK/SOCIAL WORKER**

1. The contract shall commence on the ……………………………………..day of …………………………….2024
2. The employee shall be paid monthly support of Kenya shilling ………………………………………………………………………per month.
3. The employee shall be expected to perform his/her duties diligently as per the employer’s instructions.
4. At the expiry of the contract period, the employer has the discretion of renewing the contract for further one year on terms agreed.
5. Service gratuity is paid at the end of the contract period i.e. if the employee has not violated the contract terms.
6. Each party is at the liberty to terminate the yearly contract by giving the other one month’s notice or one month’s salary in lieu of the notice.
7. The employer shall reserve the right to dismiss an employee summarily if he/she is found to have engaged in acts of intoxication while on duty, criminal acts e.g. theft of the institutional items, lack of work plan or acts of insubordination.

**IN WITNESS WHEREFORE the parties have and year set their hands to the day and year herein written.**

**SIGNED by the representatives}**

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| **OF THE EMPLOYER** | **;** | **………………………………………………………………………………………………….** |
| **In the presence of** | **;** | **………………………………………………………………………………………………….** |
| **SIGNED BY THE EMPLOYEE** | **;** | **………………………………………………………………………………………………….** |
| **DATE** | **;** | **………………………………………………………………………………………………….** |
| **ID NO** | **;** | **………………………………………………………………………………………………….** |

1. A teacher is expected to be in class by 6.30 a.m. and leave by 5.30 p.m. expect a teacher

on duty who will report earlier for general preparation.

1. No teacher will be allowed in class with a mobile phone.
2. .A teacher will be required to sign in and out -very day in the attendance register.
3. A teacher will be in-charge of feeding programme during his/her duty.
4. Schemes of work, lesson plan, lesson notes and progressive records will be submitted to the head teacher every Friday for checking.
5. Teachers should wear decent clothes while on duty.
6. A teacher will be responsible and sign for textbooks he/she has taken for teaching.
7. A teacher will be required to put in writing reasons for lateness and absenteeism.
8. If there is any issue, a teacher should follow a chain of command in the school.

10.A teacher is not required togive information to any unauthorized person.

1. A rude, in disciplined teacher will be expelled.
2. No love affair is allowed in the staff and between a teacher and a learner.
3. No teacher is allowed to handle any collection in the school, unless authorized. 14.Head teacher 1s the overall of the teachers in the school.

Declaration:

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

abide the rules laid above and perform duties diligently.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition, the employee shall be entitled to the following: -

* The employee shall be expected to perform his/her duties diligently as per the employer's

instructions.

* At the expiry of the contract for a further one on terms to be agreed.
* No service gratuity/ is payable at the end of the contract period.
* Each party is at liberty to terminate the contract by giving the other one-month or one month's salary in lieu of notice.
* The employers shall reserve the right to dismiss an employee summarily he/she is found to have engaged in acts of intoxication while on duty, criminals acts or of insubordination.

IN WITNESS WHEREFORE, the parties have set their hands the day and year herein 'Written.

|  |  |
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| SIGNED BY THE EMPLOYEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2024 |
| SIGNED BY THE EMPLOYER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2024 |