



Colegio Americano de Torreón A.C.

IMPORT HIRE EMPLOYMENT AGREEMENT

NAME OF EMPLOYEE: _____

POSITION TITLE: _____

LENGTH OF AGREEMENT: _____

DEGREE: _____

TOTAL SALARY COMPENSATION

TRANSPORTATION

The school will provide economy airfare for the employee to Torreón, Mexico, at the beginning and at the end of the two year contract. The school will consider the nearest international airport to the employee's residence. Those traveling to or from Torreón by land will have expenses reimbursed up to the cost of an economical air ticket. Employees will be reimbursed upon presentation of receipts. In the event a home designation is outside the continental U.S. or Canada, this benefit will be limited to the least expensive airfare roundtrip to New York City.

POINT OF NEAREST INTERNATIONAL AIRPORT:

WORKING PAPERS

The school will pay all the necessary fees for processing visa documents. The employee will be reimbursed in dollars and/or pesos upon arrival in Torreón for fees paid for the processing the necessary papers in the U.S., Canada, or third nation to work in Mexico. The employee is responsible, as a condition of this contract, for providing the school with all the documentation necessary for obtaining his/her working visa. These documents have to be presented to the school the first day of work. Any fine from Mexican Immigration office caused by not complying with the above will be paid by the teacher.

HOUSING

The school will provide a furnished apartment/house to imported teachers. Apartments/houses will be shared with one other teacher for at least the first school year. The apartments/houses are furnished. It is the responsibility of each teacher to return the apartment/house and the furniture to the school in good conditions upon termination of the agreement.



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The school has the responsibility to provide major maintenance for each apartment/house. The teachers are responsible for any repairs resulting from neglect and/or irresponsibility.

Teachers will pay the utilities (water, electricity, gas, telephone, internet, cable) including the utilities generated during summer vacations between the 2 years.

Having pets in school housing creates extra maintenance especially when the teachers finish their contracts and leave. Extra cleaning and disinfecting furniture is necessary and departing teachers are responsible for this cost.

The school housing is for teachers only, unless part of initial contract agreement. However teachers can receive visits from friends and families in their apartments/houses.

Apartments are insured against robberies of electronic items; the school will not reimburse any stolen property from the apartments. The school will assist teachers with both the police and the insurance company if needed.

SCHEDULE AND TEACHING LOAD

It is impossible to have exactly the same teaching load for all teachers. A teacher at C.A.T. is expected to have from 24 to 27 teaching periods of 48 minutes each a week. The majority of teachers have 25 periods a week. This schedule allows an average of 2 preparations periods a day. Any period above 27 will be paid extra.

In elementary, a teacher is expected to teach an average of 1200 minutes a week, the equivalent of 5 periods of 48 minutes each.

The SCHOOL reserves the right to make changes at any time to existing work assignments, for the purpose of accommodating school needs. A work assignment is understood to include any assignment, “existing or otherwise”, which is deemed by administration to be necessary for the optimum functioning of the school

HEALTH INSURANCE

The school will provide international major medical health insurance coverage for the teacher. This service does not cover dental, vision or pre-existing health conditions/problems. The coverage includes:

\$ 500 USD deductible in Mexico

\$ 1,500 USD deductible outside Mexico



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If an emergency occurs while the employee is outside of Mexico, the employee will pay a 5,000 USD deductible and the school will reimburse to the employee 3,500 USD. If the emergency occurs in Mexico and the employee decides to be treated in the U.S. or any other country, then the employee is responsible for paying the 5,000 USD deductible.

Teachers will also have access to free medical emergency service that provides doctor visits if needed. Teachers pay for the prescription drugs and other medications. Both coverages start the first day of work.

Surgeries for employees should be scheduled during vacations and breaks so it has the least amount of impact on students learning, unless it is an emergency. The employee, the doctors and school administration must be involved in the decision to undergo the surgery.

SALARY BREAKDOWN

The salary compensation mentioned above is the 'gross' amount, before local Mexican taxes have been applied (around 15%). Please refer to the enclosed calendar for the exact payment dates, net amounts (after taxes) and breakdown of your salary.

1. As part of our policy at C.A.T., \$2,000.00 USD of your yearly salary is not calculated (included) in your monthly payments, some of this money will be used to pay the utilities generated during the summer and the balance will be given with your August salary when you return for year two of the contractual agreement.

Should the contract be broken by the EMPLOYEE, the \$ 2000.00 USD would be retained by C.A.T. and used to attract a substitute teacher in mid contract.

In year two, \$ 2000.00 USD will not be calculated in your monthly payments again, \$ 1500.00 USD of this amount will be included in your June salary. The other \$500.00 USD will be used to pay the outstanding utility bills when the teacher leaves. Money not spent on the payment of those bills will be returned in the form of a check to the forwarding address, together with a photocopy of the bills paid.

50% of the remaining annual salary is paid in U.S. dollars and the other 50% is paid in Mexican pesos. The exchange rate will be determined each month as the average of the daily exchange rate in the period according to the Bank of Mexico.

CONTRACT COMPLETION BONUS AND TERMINATION OF LABOR RELATIONS

In June of the second year, the teacher will receive an additional \$1000.00 USD tax free (not included in the salary mentioned above) for contract completion and termination of labor relations with the school.



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CONDITIONS OF EMPLOYMENT

Part of the employee's duties will include assistance with the supervision of extracurricular activities and other school functions deemed necessary by the administration.

The schedule for the 2012-2013 academic year is as shown in the school calendar. The calendar is subject to revision by Board action. The employee will attend and assist with the graduation ceremony for the students of his/her department.

The school accepts no responsibility for individual actions in conflict with the law.

EARLY TERMINATION AND SUSPENSION OF EMPLOYEMENT.

The school reserves the right to terminate the contract at the end of the first year by notifying the teacher before December 5th. Such termination shall be based on incapacity to fulfill one's duties, or poor performance; the teacher would still receive a severance pay of \$1,000 USD and a return ticket to the nearest major airport to his/her home of record.

In the case of gross negligence or unprofessional conduct, termination of contract is immediate and the teacher will receive only a return ticket to his/her home of record.

The teacher may also terminate the contract and decide not to come back for the second year of his/her contract by notifying the school in writing by December 5th of the first year. If the teacher does so, he/she will be responsible for all transportation and shipping costs back to her/his home of record. The teacher will also reimburse the school for all processing fees incurred on his/her behalf. The teacher will not receive a letter of recommendation.

If the teacher notifies the school of his/her decision to only complete the first year of the contract after December 5th or breaks contract in the middle of the school year whether during the first year or the second year a penalty of \$2000.00 USD for breach of contract will apply.

DATE: _____

Director General

This is to certify that I understand and accept the conditions of this agreement, and agree to carry out all responsibilities connected with this position.

DATE: _____

Teacher