

## TEACHER CONTRACT

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

This Agreement is made between NurOrda International School in Astana (Hereinafter referred to as the School) and

\_\_\_\_\_ (Full name of the teacher) (hereinafter referred to as the Teacher). Pursuant to the School's need to contract the services of the teacher as

Both parties hereby agree to the following terms and conditions.

1. a) The employment begins on the day The Teacher arrives to Astana but not before \_\_\_/\_\_\_/\_\_\_ and expires on \_\_\_/\_\_\_/\_\_\_.

b) Except in the case of emergency (death, serious illness, warfare, etc), the Teacher shall give at least 3 (three) month notice in writing if he/she wishes to terminate employment before the agreed term of employment.

c) If the Teacher is newly employed in the School, there is a three month probationary period. The School is entitled to dismiss the Teacher without a prior notice given within the probationary period.

2. a) The teacher, as a full-time employee, unless otherwise approved by the School, shall work from 8:45 to 17:45 (lunchtime hour inclusive) from Monday through Friday.

b) The teacher may be required to work on Saturdays and/or Sundays for some reasons (make-up days, change of workdays by local authorities/government, an event organized by the School or Kazakh Turkish Educational Foundation that runs the School, etc) under the terms of this Agreement.

c) If these days that are mentioned in 2.b occur more than 5 days in an academic year, the School will pay for each day after the fifth day in the ratio of 1/30 of the monthly remuneration.

d) The School provides a free fixed menu lunch in the school dining hall from Monday to Friday when school kitchen works. School kitchen doesn't work on statutory holidays, on term breaks, on the days classes are cancelled and in some situations such as shortage of water or electricity, etc.

3. During the period of employment stipulated in this Agreement, the Teacher shall be entitled to the following leaves and breaks:

a) The School considers only Kazakhstan's public/statutory holidays which are considered as paid vacation.

b) Sick leaves will cause daily salary deduction that is in the ratio of 1/30 of the monthly salary. Verification from a medical professional is required for a sick leave of two or more consecutive workdays.

c) "Personal leave" is considered as unpaid vacation and negotiable for the duration of the term breaks or when pupils are on holiday. The Teacher must notify the School at least two weeks in writing in advance of any personal leaves he/she wishes to take. *Requests for personal leaves will be granted at the discretion of the School.*

d) The teacher who appears on all workdays in the school, that is the Teacher who doesn't have any personal and/or sick leave, is entitled to a bonus of 30000 KZT (Kazakhstan Tenge) at the end of the academic year.

e) The Teacher is entitled to have a 60 day paid vacation during the summer holiday. Any request to have a holiday for more days than 60 days is at the discretion of the School and considered as "Personal leave".

f) *The Term Breaks are also working days for the teachers.*

4. The Teacher's work will be distributed among the following areas: classroom teaching, duty, caring pupils in the class, supplementary classes for slow-learners, homework marking, materials & curriculum development, student assessment, filling in necessary documents and forms, preparing reports, advisement, meetings, lesson planning, festivals and celebrations within the School, extra-curricular activities, and field trips. Specific work assignments and hours shall still be decided by the School. Unless directed by the School, all work will be carried out at the School.

5. The teacher hereby authorizes the School to copy, duplicate, reproduce and/or in any other way to use any and all written, audio, and visual materials prepared by the Teacher in the course of his/her teaching duties.

6. The Teacher realizes and accepts that he/she will be subject to periodic evaluation and classroom observations. While the School will do everything possible to work with the teacher on improvement in any given area(s), the School reserves the right to terminate the Agreement if said deficiencies (as specified by the School) are not corrected.

7. a) The Teacher's monthly remuneration is \_\_\_\_\_ KZT (Kazakhstan Tenge).  
b) The School offers "End of Contract Bonus" of the amount \_\_\_\_\_ KZT. End of Contract Bonus is paid along with the last monthly remuneration.  
c) Payments are deposited into teacher's bank accounts in KZT within the first three workdays (usually on the first workday) of the following calendar month.  
d) All of remuneration and bonuses offered by The School is tax-free. That is, The School pays for any kind of taxes within Kazakhstan.

8. The Teacher is provided a two-way plane ticket to and from Astana annually. But the School does not provide the return ticket under the following conditions:

- a) if the School dismisses the Teacher for any reason before the contract ends,  
b) if the Teacher resigns before the contract ends,  
c) if the School ends the contract within probationary period.

9. a) The teaching workload of the Teacher may go to a max. of 30 (thirty) lesson periods per week.  
b) The School grants 1500 KZT for each period after 25<sup>th</sup> period that the Teacher conducts according to the weekly timetable, excluding the lesson periods which fall on holidays and/or on the days when the Teacher doesn't work.

10. The School offers a basic health insurance within Astana. The School pays for the insurance coverage of a basic health pack which is provided by a local insurance company. Any other treatment out of the insurance coverage is paid by The Teacher.

11. a) The School provides The Teacher with a one-roomed suite flat which is furnished moderately.  
b) The Teacher pays for utilities of the apartment flat.  
c) Accommodation is still negotiable if two or more singles (same gender) prefers to stay together.

12. The School offers a 50% school fee discount for each child of the Teacher that enrolls to The School.

13. The Teacher agrees to exclude any right to make a claim of unfair dismissal based solely on the fact that the period of employment has come to an end and this contract has not been renewed.

14. The Teacher cannot work for or tutor anywhere/anybody else without the School's agreement.

15. The teacher certifies that he/she is not bound by any other employment contract and is legally able to sign this contract.

16. a) The School will assist the Teacher to obtain his/her working visa. The Teacher needs to submit:

- Photocopy of passport pages that carries photo and validity date,
- Passport size (3x4) photo (colored and scanned)
- Photocopy of diploma (apostilled or legalized)
- Official transcript (apostilled or legalized)
- Police Clearance Certificate (apostilled or legalized)
- Medical examination report (apostilled or legalized)
- Certificate(s) of employment from previous employer(s) that indicates at least three year teaching experience.

If an additional document is required, the Teacher will be informed.

b) The Teacher shall present originals of the documents mentioned in 16.a as well as the qualifications (degrees and certificates) that are presented in his/her CV/Resume to the School if and when requested.

c) The School reimburses the work visa expenses which are

- Apostille fees where applicable, (Documents are apostilled by the home country.)
- Fees of authorization of the Teacher's documents. (Authorization is done mostly in home countries.)
- Legalization fee, (Documents are legalized in Kazakhstan Embassy after authorization.)
- Visa Fee

The Teacher should present all the receipts of the fees mentioned above after arrival in Astana.

17. The Teacher shall not engage in any acts of a socially unacceptable manner or in violation of any of the laws or regulations of the Republic of Kazakhstan. If the Teacher engages in any such socially or legally unacceptable behavior, he/she may be subject to dismissal from the School and termination of this Agreement is at the School's discretion. The Teacher hereby releases the School of any liability for such behavior that results in criminal prosecution.

18. This Agreement is only valid when it is signed by both parties and carries the official stamp of the School. Any dispute arising from this Agreement shall be subjected to the jurisdiction of the courts in the Republic of Kazakhstan.

Employer: Mr. Muharrem Ustun (Title and Full name)

Occupation: Principal of NurOrda International School in Astana, Kazakhstan

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

The Teacher: \_\_\_\_\_ (Title and Full name)

Address and Tel: \_\_\_\_\_

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