



Date:

Mr. / Ms.
By hand

Dear _____,

I am authorised by the Board of Trustees to offer you an appointment as _____ on **expatriate terms and conditions** as indicated.

If your marital status changes within the first year of employment, your originally agreed-upon entitlements will be applicable for the first year of service. Then upon the Principal's discretion and approval, you may be placed on an amended contract for the second year of employment. At the Principal's discretion, any originally designated dependants, under the age of 19, continuing to live with you in Jordan, may be included in this amended contract.

For the period of the contract, your designated permanent address and airport are:

Address:

Airport:

The permanent address/point of recruitment will be fixed for the period of this contract and any end of contract ticket, or travel allowance in lieu, will be calculated according to the address stipulated in the contract.



1 PERIOD OF APPOINTMENT

The period of this appointment is from August 15, 2011 to August 14, 2013.

2 EXTENSION AND END OF APPOINTMENT

During the period of this appointment, the School may offer you an extension of appointment for a further two years. The latest date for accepting or declining such an extension is January 4, 2013.

If you are on a second or subsequent two-year contract at the school, you are entitled to only complete one year of the two-year contract without any loss of benefit by giving written notice to the Principal no later than the 4 January in the year proceeding the start of the second year of the contract.

3 HOURS OF WORK AND RESPONSIBILITIES (Schedule 3)

A copy of the School's Conditions of Service is attached to this contract as Schedule 3. These may be amended at the Principal's sole discretion within the terms of this contract and in accordance with Jordanian Labour Law.

- 3.1 The normal school week runs from Sunday through Thursday. Working hours for teachers are as stipulated in the Conditions of Service. You are normally expected to be at school for the whole school day. You may, on occasion, be required to attend school outside these hours and on weekends.
- 3.2 The maximum workload is as stipulated in the attached Conditions of Service. The load may be varied slightly at the discretion of your Head of School depending on the modules used in your subject area(s). In the event that, by prior arrangement, you work above load for an extended period (as outlined in school policy) you will be paid for the additional periods at the current overtime flat rate and this is subject to income tax.
- 3.3 You are encouraged to play a full part in the school co-curricular activities programme. As recognition for this you will have access to a 'performance bonus' of up to to 2% of your net salary, which will be paid at the end of each academic year, subject to agreed criteria.
- 3.4 You are required to carry out such regular or special supervision duties as may be assigned to you by your Head of School in accordance with the duty roster.



4 SALARY AND OTHER BENEFITS (Schedule 1)

- 4.1 Salaries are denominated in Jordanian Dinars (JD) and are paid monthly, in arrears. Your salary will be subject to an annual pay review and will be adjusted, if appropriate, subject to the findings of this review.

Salaries for June and July, and 14 days of August for those completing their contracts, are paid in advance in June, at the Principal's discretion and by prior arrangement and including paragraph 4.8 below.

- 4.2 Your salary calculation is shown in Schedule 1 to this Letter of Appointment.
- 4.3 The School will pay your social security contributions and the Jordanian income tax on your basic salary and any contractual allowance. At the start of your period of service with the School, you are required to authorise the School, (in the form prescribed by Jordanian law), to reclaim the social security contributions it has paid on your behalf, all such monies reclaimed revert to the school. At present, income tax contributions are not reclaimable, but should they be made reclaimable you will be required to make a similar undertaking in respect of income tax.
- 4.4 Any additional payments beyond those stipulated in the contract, (e.g. for overtime or substitution) will be paid at the rate prevailing in the School and will be subject to income tax deductions.
- 4.5 At the end of each year of the contract, and subject to the provisions of clauses 5 and 10, you will be entitled to:
- a gratuity of one month's tax-free salary, excluding all allowances or additional payments for overtime etc.
 - a performance bonus of up to 2% of your annual tax-free salary, excluding all allowances or additional payments for overtime etc, based upon a review of your performance during the year just completed
- 4.6 Other benefits offered by the School are:
- Transport to and from School during term-time by school bus, for the contracted teacher only, by arrangement and according to the regular bus schedule;
 - School lunch allowance;
 - Use of the Crèche by arrangement with the organisers and after payment of the current fee;
 - Entitlement to the current reduction in fees for any of your children offered a place at the School; please also see Clause 4.7 below;
 - Payment of your annual work permit and family's residence permits, initial entry visas, and airport departure tax, when on official school business;



- f. Medical Insurance: as per section 7.1
- g. Life Insurance: as per section 7.2
- h. Subsidy towards shipping costs: as per section 8.2
- i. Accommodation: as per section 9.1
- j. Relocation allowance: as per section 9.2

- 4.7 In the event that the school is unable to offer your child a place in ABS, the school may, at the Principal's discretion, authorise payment to another school of your choice. The amount paid will not exceed the fee due to ABS after application of the current reduction, had your child been offered a place at ABS. The amount provided by ABS shall not exceed the total amount of tuition fee charged by the alternative school.
- 4.8 Upon completion and/or termination of service, the school will withhold 25% of one month's salary to cover any outstanding utility bills and/or any missing/damaged items from the inventory of furnishings for your flat. Any balance will be forwarded to you by bank draft on or before August 31, of the year in which you leave the School.

5 PREMATURE TERMINATION OF THIS CONTRACT

- 5.1 This agreement may be terminated by either party by giving two calendar month's notice in writing to the other, or two month's salary in lieu of notice. In the event that you prematurely terminate your contract, you will not receive any gratuity; the school will not meet any of the expenses for you or your dependants' repatriation, you will not be entitled to any balance of your utilities account, and will forfeit your summer leave salary. You may also be required to reimburse the school for any expenses it has incurred in obtaining medical clearance, visas, permits and other related expenses for you and your dependants. The Principal may at his/her discretion accept your resignation on compassionate grounds without imposing any penalty.
- 5.2 The School has the right to terminate this contract without notice and without meeting the expenses of your repatriation within the terms of this contract in the event that you:
- a. are found to have misrepresented your qualifications, experience, referees or legal status;
 - b. are found guilty of gross neglect of duty;
 - c. are found guilty of any conduct, behaviour or acts which, in the view of the Board of Trustees are likely to seriously prejudice or defame the goodwill or reputation of the School, its Board, teachers, students, administrators or employees;
 - d. are sentenced to a term of imprisonment;



- e. are incapable of performing your duties due to mental or physical incapacitation for an aggregate period of ninety (90) days in any twelve (12) month period during the term of this contract;
- f. engage in an activity or behaviour that results in the loss or suspension of your residence or work permit or do not otherwise satisfy the requirements for obtaining a renewal of your residence or work permit;
- g. violate the regulations of the Jordanian Government, including (without limitation) any activity or behaviour with a student or person that is deemed socially unacceptable; or
- h. repeat an offence for which you have already been given an official warning letter.

6 LEAVE, SICK LEAVE AND ABSENCE

- 6.1 Leave is as stipulated on the Salary Calculation Sheet (Schedule 1). Leave is normally taken during school holidays, but this is subject to the School's requirements and is at the Principal's discretion. Leave may only be taken during the semester with the Principal's permission and may be paid or unpaid.
- 6.2 Sick leave (of more than one day) must be certified by a registered medical practitioner. The annual sick leave entitlement is an aggregate of two weeks on full pay, two weeks on half pay and two weeks unpaid. Extension of sick leave, whether paid or unpaid, is at the Principal's discretion.
- 6.3 In the event that you are permanently incapacitated, the school reserves the right to terminate this contract on terms determined by the Principal.
- 6.4 Any absences from the School during designated working hours must be communicated, either verbally, or in writing to your Head of School. Any absences for which the explanation is not accepted by the School will be counted as unpaid leave, and may result in disciplinary action.
- 6.5 In the final year of employment with the School and after formal notice of resignation has been given, professional leave may be granted, at the Principal's discretion, for an expatriate hired teacher to attend for interview for a maximum of 5 days working days. This will be paid leave, however, the School will not cover any of the expenses incurred.
- 6.6 Compassionate leave: The School will allow up to five days paid leave in the event of death of an immediate family member. Extension of such leave, whether paid or unpaid, is at the Principal's discretion. The leave should be requested in writing.



7 INSURANCES (Schedule 4)

7.1 MEDICAL INSURANCE

You and your designated dependents (under the age of 60) residing with you in Jordan, are covered by the School's medical insurance scheme. The School accepts no liability for medical treatment expenses and deductibles beyond what is provided for by the School's medical insurance policy, details of which may be obtained from the Personnel/Insurance Officer.

7.2 LIFE INSURANCE

The School covers the expense of a Life Insurance Policy, on a group status, for all School employees as stipulated in the School's life insurance policy, details of which may be obtained from the Personnel/Insurance Officer.

7.3 PERSONAL BELONGINGS INSURANCE (FIRE AND BURGLARY)

The School covers the insurance for up to JD 2000 worth of personal belongings in School-rented accommodation. A list of personal items should be made available to the insurance company as soon as possible, in order to claim replacements in case of fire or burglary. Additional insurance may be arranged at the employee's expense. Details of this policy may be obtained from the Financial Manager.

8 TRAVEL AND BAGGAGE (Schedule 2 Item 3)

8.1 TRAVEL AND AIR TICKETS

8.1.1 At the beginning of your period of service, the school will provide you and your contractually designated dependents living with you in Jordan, with one-way, economy class air tickets between your designated airport and Amman. No further claims will be accepted once you select your point of departure. The amount for this ticket will be deducted from your annual travel allowance mentioned below.

8.1.2 Subject to the provisions of clause 10, you, and your designated dependents living with you in Jordan, are each entitled to a return annual economy class air ticket provided by the school, on a route that may require a stop-over, between Amman and your designated airport during the summer vacation and/or at the end of your contract.

If you do not wish to take the tickets provided by the school you are entitled to cash payment as indicated below:



<u>Designated airport in:</u>	Child (up to 11)	Infant (up to 2)
N. America	JD 1000 (per adult)	JD 750 (per child) JD 100 (per infant)
Europe	JD 700 (per adult)	JD 525 (per child) JD 70 (per infant)
Asia Pacific	JD1100 (per adult)	JD 1000 (per child) JD 110 (per infant)

8.2 SUBSIDY TOWARDS SHIPPING COSTS (Schedule 2 Item 4)

At the beginning and end of your period of service with the School, you are entitled to a non-accountable subsidy towards shipping costs as stipulated in Schedule 2 (Item 4). This sum is intended to subsidise any charges, including customs duties and clearing, in connection with shipping your personal effects.

In the event that you prematurely terminate your contract, you will not receive any subsidy toward the cost of repatriating your personal effects.

9 ACCOMMODATION AND UTILITIES SUBSIDY

9.1 ACCOMMODATION (Schedule 2 Item 5)

The School will provide you with furnished accommodation. A specimen inventory is available upon request. This inventory is provided for your information and is not a statement of entitlement; furnishings may vary from flat to flat. An actual inventory list will be provided for your review and sign-off for your furnishings as provided. You are responsible for the cost of items lost or damaged items through negligence or misuse (Clause 4.8). If you are not renewing your contract with the school, you will be required to vacate the apartment by the 15th of July of your final year of service. The employee accepts the accommodation from the School entirely at his/her own risk and the School may not be held accountable for any injury or illness resulting from the use and occupation of the accommodation. The employee should not undertake any structural or electrical/mechanical changes to the accommodation unit without the prior permission of the Support Services Manager and the Landlord. Any agreed changes will be entirely at the employee's own expense, including the possibility of paying for the apartment to be placed back to its original state. Any 'personal' maintenance work carried out by the School's maintenance team or others workers will be entirely the responsibility of the employee.



9.2 RELOCATION ALLOWANCE (Schedule 2 Item 6)

This allowance, as set in Schedule 2 (Item 6), will be paid in advance at the start of each year, subject to pro-rata. This allowance is intended as a contribution towards relocation costs and annual utility costs. As this allowance is paid in advance, utility costs will be debited against your salary as they are presented.

10 DISCIPLINARY

- 10.1 Repeated misconduct or neglect of duty may result in your being given a written warning. After receiving two such warnings, you are liable to immediate dismissal. The Principal has the sole discretion to authorise or stop compensation in the event of a third offence.
- 10.2 You may not undertake paid or unpaid work outside the School without the Principal's written permission. If this is granted, the requirements of the School nevertheless take precedence over other such commitments. Breach of this condition may result in a written warning, loss of pay or dismissal.
- 10.3 Any of the following (at the Principal's sole discretion) may result in immediate dismissal with or without compensation:
 - a. Gross misconduct or gross neglect of duty;
 - b. Conviction of a criminal offence;
 - c. Engaging in unauthorised political activity;
 - d. Breach of any of the terms of this Letter of Appointment.

11 DEPENDENCY LIST (Schedule 2 Item 1)

The school recognises a maximum of three designated dependents, living with you in Jordan (spouse and two children), per contract teacher. Children are defined as being less than 19 years old and may be natural or legally adopted. If you are planning to be accompanied by your spouse and/or children, please fill in their names as indicated overleaf. In the event that either of your designated dependants leaves Jordan during the period of this contract, you may be required to reimburse the school for the costs of their travel to Jordan and for any permits, visas, medical certification or other related expenses obtained by the school for them.

12 SPOUSE'S EMPLOYMENT

Because the School is responsible for all dependents issued residence permits in its name, should your spouse, living with you in Jordan, accept work in Jordan, other than at ABS, the School reserves the right to reconsider any of the benefits given to your spouse under the terms of this contract.



13 DOCUMENTATIONS (PERTAINS TO FIRST CONTRACT ONLY)

To facilitate the process of obtaining your residence and work permits once you arrive in Jordan, you are required to furnish the following:

- 13.1 A Medical Certificate certifying that you are free from contagious diseases including HIV/Aids. This certificate should be dated not more than three (3) months prior to the start date of your contract with ABS. On production of a valid receipt, the school will refund the full cost of this certificate. A further medical clearance certificate will be administered once in Jordan as part of processing your residence permit.
- 13.2 Original or three attested copies of your transcripts, degrees, diplomas and testimonials.
- 13.3 A Copy of your Birth Certificate.
- 13.4 12 passport sized photographs. (These may be obtained in Amman after your arrival).

14 ACCEPTANCE

If you accept this offer of employment on these terms, please initial each page and sign both copies of this contract and return them to me.

Yours sincerely,

Stuart Bryan
Principal

Date: _____

In accepting this contract, I certify that the information I have given the School with respect to my qualifications, experience, referees and health are true and accurate and that I have not been convicted of any sex, hate or racial abuse crime.

Employee's Signature: _____

Date: _____