

**Ontario International
Canadian School**



**مدرسة أونتاريو
الدولية الكندية**

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www.oicsae.com



SOFT COPY OF OFFICIAL LETTER OF APPOINTMENT

JOB REFERENCE No: OICS-840820U-AE/0022

DATED: 16th MARCH, 2020

EMPLOYEE:

Redacted

EXECUTIVE SUMMARY:

We have in file, your Resume and Job Application. After the evaluation of these documents, we found you qualified to work with our Team. Hence **ONTARIO INTERNATIONAL CANADIAN SCHOOL- UAE** seek to employ your services on this subject matter, and hereby congratulates you on your successful. Further details are as follows:

You shall be expected to meet/liaise with the entire staff of **ONTARIO INTERNATIONAL CANADIAN SCHOOL –UNITED ARAB EMIRATES** for overview and updates bi-monthly.

DESIGNATION: BIOLOGY TEACHER

MONTHLY SALARY: AED 20, 500 (Twenty Thousand, Five Hundred Emirati Dirhams) Monthly/take-home, plus AED 2000 (Two Thousand Emirati Dirhams) Weekly Allowance. OR the Equivalents in US Dollars, Pounds Sterling, Euros ETC, depending on home country and currency preference.

WORK TIMING:

START 09.00AM TILL 12.00PM (BREAK), START AGAIN (02.00PM TILL 05.00PM). Work Days: Sunday – Thursday, Fridays and Saturdays are Holidays.

BENEFITS: Travel Insurance, Medical Insurance, 3 Bedroom Flat Duplex/Family accommodations, Free Education for your children Home or Abroad, plus New Car.

JOB LOCATION: DUBAI–UAE

STARTUP DATE: 20TH APRIL 2020 (FLEXIBLE)

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DURATION OF CONTRACT: 2 YEARS CONTRACT–RENEWABLE.

ALLOWANCES/ ENTITLEMENTS:

Car Maintenance: **AED 3,600 (Monthly)**

House & Furnishings: **AED 36,659 (Yearly)**

Entertainment & Recreation: **AED 2,203 (Monthly)**

Travel & Events: **AED 3,489 (Monthly)**

PAID LEAVE PERIOD/ TRAVEL:

All Employees are entitled to 1 month Paid Leave which can be taken once at a time or 2weeks apart on six months interval.

All Employees will receive **AED 21598** Take home for each leave Period.

Employer for each Inter-continental trip shall be paid **AED 12929** Flat Rate travel/entertainment allowance to employee. Travel shall be by business class/first class flight, or otherwise if necessary.

However for the purpose of commencement, the cost of travel ticket shall be paid in addition to travel/entertainment allowance.

Cost shall be substantiated and shall be the rate charged at the Period/time of purchase. Employer shall also take care of employees' travel ticket including that of employees' family only on employees' early notification to employer and as shall be requested by employee.

EXPENSES BEFORE TRAVEL BY EMPLOYEES:

Expenses made/incurred by the employee related to job before commencement of duties or Expenses made during Travel Plans, Processing of Travel Particulars ETC will be substantiated with receipts and Employer will reimburse the Employee not later than Five (5) working days after submission of Employee's expense Report and Receipts as proofs of such Expenses.

Employer however agrees to reimburse fully all Travel costs and Expenses made by Employee.

The agreement hereby binds Employer and Employee in that re-imburements will be made fully to Employee upon presentation of Expense Reports and Receipts of expenses.

NON-UAE RESIDENTS:

All Employees will pay for their Residence/Work Permits, as a proof of their seriousness to join us, and they have to contact **EMIRATES WAY TRAVEL SERVICES– UAE**, in this regard.

UPFRONT PAYMENT OF SALARIES:

The two monthly salaries shall be paid in advance before Employees embark on journey to assume duty. This is to enable Employees settle all domestic needs before travel. As such no excuses will be entertained on assumption of duty relating to default.

Employees are to note that 2-months upfront salaries are paid as soon as they procure and process the relevant Residence/Work Permit Documents through **EMIRATES WAY TRAVEL SERVICES- UAE** and submit it to our Human Resources Department for **Verification**.

All payment of Salary after assumption of duty in UAE shall be 75% paid into an offshore account to be provided by employee with the remaining 25% paid locally in UAE, if accepted by the Employee.

ACCOMODATION/FEEDING:

All Employees are expected to reside at the School Staff's Estate.

There are 3 Bedroom Flat Duplex, Brand New car, for Employees use during contract.

Dietary options, Customized cooks and Dieticians are available options. In case of local dishes, we have Chefs from various countries to handle such.

MEDICAL EXPENSES:

Employer will provide the employee (and family if any) with comprehensive Health care for the term of contract, and follow-on care for injuries suffered during the term of contract for employee and family.

OFFICE ASSETS TO BE PROVIDED BY EMPLOYER:

Laptop Computer/Desk Top with Full time Internet access is also made available Phone Employer will provide each employee with one (1) landline and one (1) mobile telephone, this shall have a reasonable credit limit application per month.

TERMINATION:

Termination without Cause. Either party may terminate this agreement without cause upon ninety (90) days prior written notice to the other.

Termination for Cause. Either party may terminate this Agreement for cause if the other party materially or repeatedly defaults in the performance of its obligations and has not cured such default within 30 days of receipt of a default notice specifying the default and the intention to terminate.

FORCE MAJEURE:

Neither party shall be responsible for any damages, delay in performance or failure to perform by Employee or Practice, if caused by any act or occurrence beyond its reasonable control such as embargoes, changes in government regulations or

requirements (executive, legislative, judicial, military or otherwise), acts of war or terrorism, power failure, electrical surges or current fluctuations, lightning, earthquake, flood, the elements or other forces of nature, delays or failures of transportation, or acts or omissions of telecommunications common carriers. In particular, without limitation, neither

Neither employee nor Practice shall be responsible for any interruption in Services caused by an interruption in or failure of Internet services. Employee recognizes that any such Internet or network outage if lasting more than a single 10 hour work shift may, if Practice scheduling allows, be credited against Employee's vacation time or may otherwise result in a prorated reduction in the contract minimum cash payment to the Employee.

CONSEQUENCES OF TERMINATION:

Return of Property and Confidential Information In the event of termination for any reason, Employee shall return to Practice all property and Confidential Information (as defined in Section15) received from Practice, Employee shall immediately cease using any passwords or other information provided by Practice for access to Practice's or Practice Client's information systems, and Employee shall return to Practice at Employee's own expense the Workstation and any other equipment or software provided to Employee by Practice.

AMENDMENT:

This Agreement may be amended only by a writing that is signed by both parties.

SAFETY & SECURITY:

Safety and Security of personnel (Local/Foreign) and Facilities on SCHOOL Premises are no small issues, and have been seriously considered to ensure and assure hitch free academic pursuit.

ADDITIONAL SERVICES:

Recreational/Sports Facilities shall also be made available at the disposal of all Staff with no expenses to be incurred. Laundry and Dry Cleaning Service will also be made available to all Expatriates by the School's laundry and dry cleaning unit.

DOCUMENTS PROCESSING WORK/RESIDENCE PERMIT VISA:

The Employee is requested to contact the below office, which is responsible for the processing of his or her Valid UAE Work/Residence Permit Visa and then should forward it to the **HR** of **ONTARIO INTERNATIONAL CANADIAN SCHOOL (OICS)–UNITED ARAB EMIRATES** for Verification and confirmation.

Hence any expenses incurred shall be refunded to the Employee after 5working days of concluding all Immigration Process.

EMIRATES WAY TRAVEL SERVICES
P.O.Box: 2648, No.7 Mina Road,Bur Dubai - Dubai
United Arab Emirates
Tel: 00971 5249 36653
Email: emirateswayts@outlook.com
CC: info@emirateswayts.com
Website: www.emirateswayts.com
ATTN: SIRHAN NAJEM
(Chief Immigration Agent)

Note: That all UAE based employees' are to report personally to the SCHOOL with identification materials for signing and collection of hard copies of their contract documents. This is in line with the expatriate statutory law of the UAE in compliance with the UN Anti-Terrorism Act.

Congratulations on your success,



PROF. SAED ADNAN MUSTAPHA
HUMAN RESOURCE DIRECTOR



MR. RON HODKINSON
SCHOOL PRINCIPAL



ONTARIO INTERNATIONAL CANADIAN SCHOOL (OICS)–UAE
Algeria Road and 15 Street,Uptown Mirdif, Dubai
United Arab Emirates
P.O.Box 231973
FAX: +971 424 221945
FOR ENQUIRIES: +971 525 767569



EMPLOYEE SIGN.....

ADDRESS.....

MOBILE.....

PASS PORT NUMBER.....

NATIONALITY.....

ARE YOU COMING ALONE OR WITH YOUR FAMILY

Ontario International
Canadian School



مدرسة أونتاريو
الدولية الكندية

عام
زاييد



YEAR OF
ZAYED



إكسبو 2020
دبي، الإمارات العربية المتحدة
DUBAI, UNITED ARAB EMIRATES
مدينة مرشحة