

Kamaala Enterprises

Employment contract



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THIS AGREEMENT was agreed upon on the:

Day of _____

Month of _____,

Year of _____

between,

Kamaala Enterprises (the "Employer");

And

(Print name of the "Employee").

1. Employment

The Employee agrees that he will at all times faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.

2. Position Title

As a “*Executive Assistant*”, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

A person(s) who daily job is to perform secretarial work and provide senior managers with day-to-day administrative support.

“See Job requirements for more information”

	<i>Job requirements</i>
<i>Monday</i>	<p><i>During the work day the “Executive Assistant” will act as a first point of contact to “All shareholders of Kamaala Enterprises”. Applicants will be reasonable for dealing with following:</i></p> <ol style="list-style-type: none"> <i>1. Managing correspondence and phone calls</i> <i>2. Managing diaries, organizing meeting, and appointments</i> <i>3. Controlling access to the executive(s).</i> <i>4. Booking/Arranging travel, transport, and accommodations</i> <i>5. Any other tasks business related tasks at the direction for “Any Shareholders of Kamaala Enterprises”.</i>
<i>Tuesday</i>	
<i>Wednesday</i>	
<i>Thursday</i>	
<i>Friday</i>	
<i>Saturday</i>	
<i>Sunday</i>	<i>---All employee are provided “Sunday” as a day of rest---</i>

<u><i>Additional services</i></u>
<ol style="list-style-type: none"> <i>1. This person will interact daily with all “Executive leadership of Kamaala Enterprises” and is expected to be available at all times.</i> <i>2. The applicant will be required to provide services to senior management in Uganda and the United States.</i> <i>3. Most requests from United States based shareholders will be requests for information on services, prices, or companies locally. Foreign shareholders understand the extreme time difference as they are 10 hours behind Uganda time. Therefore, most requests will be communicated during the late evening hour. Foreign partners will communicate requests for information during the late evening hours and will expect those requests be completed the following business day.</i>

3. Compensation

(a) Employees are paid once per month and are paid within the first week of each month. In regards to salary, Kamaala Enterprises operates a “Pay scale” system. This information can be found publicly online or requested from a Human resource manager.

(b) The business can make a formal request of an employee to work on their day of rest, however, the employee is not forced or required to work because a request is made and the employee has every right to refuse such a request if they choose. If the employee chooses to work on their day of rest at the company’s request, the employee will receive extra pay at the end of the month in addition to their approved salary. Should the employee agree to work on their “day of rest” a rate of “ten percent” (10%) of the employees’ monthly salary will be provided as compensation.

(c) Employees gain “one day of paid rest for each month worked”. With at least 24 hours’ notice to the employer, the employee can use these days at their choosing. During these “Days of paid rest” the employee does not have to report to work and will continue to receive a salary as if they had worked that day.

(d) Every twelve months of employment the employee will receive one full week of “paid holiday”. “Paid Holidays” act in the same manner as paid days of rest. The employee will not have to report to work and will continue to receive a salary as if they had worked that day. In addition, the employee will receive a one-time bonus of 25% of the employees currently monthly salary

(e) All employees will receive complimentary paid days of rest on the following days: New year’s, Easter, Christmas, and the birthday of the employee. Should any of these days fall on a Sunday, which is an already provided day of rest the day will be added to the already provided day effectively giving the employee two days of paid rest.

(f) All reasonable expenses arising out of employment shall be reimbursed assuming they were authorized prior to being incurred and with the provision of appropriate receipts.

4. Benefits

(a) Healthcare

- The employer will provide a medical plan for the employees and their families (spouse and children) during their employment.
- Each month the business will cover any pre-approved medical services up to a maximum coverage of up to “20%” of the employee’s monthly income. This is a collective coverage meaning the 20% will cover the employee and family. The employer must be directly billed or provided advance notice of any costs for them to be accepted and paid for by the business.

(b) Education

- Employees will have the opportunity to receive educational funding for themselves and their families (spouse and children) to attend school or receive continuing education. Every three months the employer will provide up to a maximum of 50% of the employee’s monthly salary to assist in tuition or other associated school costs. During “Holidays” or breaks in the school year, the business will continue to provide educational funding for approved programs or services. The business will only pay educational costs that are directly billed or pre-approved by an Executive manager.

(c) Paternity and Maternity leave

- After one year of employment, both male and female employees qualify for paid leave to tend to the needs of their families during the birth of a new child. An employee may be offered this benefit before they finish a first-year contract only under direct offer of the CEO.
- Female employees can qualify for 60 days paid leave after the birth of a child. During this time female employees will receive 50% of the monthly pay and retain the provided Healthcare benefits.
- Male employees are employees can qualify for 7 days paid leave after the birth of a child. During this time male employees will receive a full week of “paid leave” and retain their provided Healthcare benefits.

5. Performance Reviews

- (a) The Employee will be provided a written performance appraisal once per year and all aspects of the assessment can be fully discussed.

- (b) During the first 90 days of each one year contract the employee is considered to be on a probationary period where their effectiveness and performance will be evaluated. During this time if the employee fails to meet the standards listed in the “Position title” they will be terminated.

- (c) Only during the first contract and first probationary period do Employees do not receive the benefits listed in this contract. After the first 90 days of employment and completion of a probationary period is an employee entitled to be provided all benefits listed in this contract.

6. Termination

- (a) The Employee may at any time terminate this agreement and his employment by giving not less than two weeks written notice to the Employer.

- (b) The Employer may terminate this Agreement and the Employee’s employment at any time with sufficient cause.

7. Laws

This agreement shall be governed by the laws of the nation of “Uganda”. Should there be any issues with this contract now or in the future failing to bring this contract into compliance due to any laws signed by the nation of Uganda, “The employee” and “The Employer” shall within no more than 5 business days draft amendments to this contract bringing it into compliance with the law. After which this contract expires a new contract will be drafted with all amendments being added.

8. Entire Agreement

(a) This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Employer and shall be amended or modified only by written instrument signed by both of the parties hereto.

(b) The parties hereto agree that in the event any article or part thereof of this agreement is held to be unenforceable or invalid then said article or part shall be struck and all remaining provision shall remain in full force and effect.

THIS CONTRACT ABOVE IS AN ACCEPTED AGREEMENT BY THE PARTIES LISTED BELOW. BY SIGNING BELOW BOTH PARTIES UNDERSTAND THEIR ROLES AND WILL BE HELD LEGALLY BOUND TO WHAT HAS BEEN STATED ABOVE.

SIGNED AND AGREED TO BY:

Print name of "The Employee"

Signature of "The Employee"

Print name of "The Employer"

Signature of "The Employee"

Date: _____

Month: _____

Year: _____