

SALEEMA ACADEMY

EMPLOYMENT AGREEMENT

Employee Name: -----

Position: Teacher

Term: Jan. 1, 2018-April 30, 2018 (Saturday and/or Sunday only)

Term Salary: \$20 per Hour

This Employment Agreement ("Agreement") is a contract made and entered into by Saleema Academy (SA) ("School") and the employee named above ("Employee") for the position, term and salary.

1. The purpose of this Agreement is: first, to give the Employee assurance of his/her professional standing for the school year stated above, and second, to assure the SA of his/her services. It is assumed that the Employee will honor his/her commitment just as he/she expects the School to do the same.
2. The school (SA) agrees to employ, and the Employee hereby accepts employment, on an hourly basis, for the school term stated above. In exchange for all services rendered, the Employee shall receive a compensation equivalent to the payment stated above (less statutorily required deductions), paid in monthly installments by your choice of check for the term stated above in accordance with SA payroll practices.
3. The Employee is appointed to fill the position as stated above and shall perform all duties required of said position as assigned by the Director/President, including administrative and extra-curricular duties, diligently and to the best of the Employee's knowledge and ability. The Employee shall comply with all applicable state and federal laws, and with all the School rules, regulations, policies and procedures.
4. Through out the school year you are required to participate in different workshops, training seminars, planning sessions, open houses and conferences with parent, Director, Some of these sessions are conducted in weekends and/or after school hours.
5. The School will pay the worked hours only.
6. During the course of your employment with SA you will be entrusted with confidential and proprietary information. You agree that such information will not be released or disclosed whether directly or indirectly, unless authorized by a school policy, required by law, or through the express written consent of the school given under the hand of the proper officer with authority to give such consent. In particular, employees' monetary compensations, raises or bonuses are deemed confidential and shall not be disclosed.
7. Unless terminated earlier, this Agreement shall expire and terminate at the end of its term stated above, and shall not be renewed unless agreed to in writing by both parties. The Employee should notify the School in writing on or before April 1st of the current school year of his/her intention to return in the subsequent school year.
8. This Agreement may be terminated at any time by either party with or without cause.
9. If the Employee opts to terminate the contract, he/she shall give thirty (30) days advance written notice off voluntary termination of services with the School or forfeit last paycheck. During the notice period, the School may choose to relieve the Employee of his/her duties.

SALEEMA ACADEMY

10. The school may terminate this employment agreement hereunder at any time for a cause, which shall include, but not limited to the following:
- Incompetence or poor performance, including inadequate teaching or lack of preparation for classes.
 - Violation of professional ethics.
 - Failure to respond to corrections and admonitions as given by the School Director/supervisor/president.
 - Poor attendance or excessive absence.
 - Insubordination or lack of proper regards for authority, especially that of the Director.
 - Maintaining by word and behavior a position contrary to, or failing to otherwise promote, the philosophy, goals, and objectives of the School.
 - Failure to observe the School's specified dress code.
 - Failure to maintain confidentiality with regard to salary, student records and any other matters as directed by the School administration.
 - Breach of any term of this Agreement.

In the event of termination for any of the aforementioned reasons, with the exception of item (a) above, the School's sole obligation shall be to pay the Employee all compensation earned through the date of termination.

11. In case of any disputes of conflicts, the Employee should do his/her best to handle the matter and resolve it within the circle of the school counselor and top administrators following the general guidelines of the Islamic faith.
12. For the safety of the Employee and to protect the School, the Employee should inform the School administration of any significant changes in his/her health, including pregnancy.
13. The Employee will not be discriminated against based on race, color, national origin, religion, gender, age or marital status.

Special Stipulations, if any, _____

14. This Agreement constitutes the entire agreement between the parties stated above, and supersedes any or all prior written and verbal agreements.
15. This Agreement is prepared and endorsed by the SA, the sole owner of Saleema Academy
16. If you accept the terms of this Agreement, please sign and date below. Also, please complete the attached INS forms, if applicable.

Raouf Al Awadi

Principal

Signature

Date

I've read this document and agree to the terms of employment as stated above.

Employee Name

Employee Signature

Date