



ASCENSION ISLAND GOVERNMENT

FIXED-TERM CONTRACT

To:

Staff No:

The Ascension Island Government (hereinafter called AIG) has pleasure in offering you employment on the following terms and conditions. This offer of employment is subject to receipt of satisfactory work and personal references, criminal records check and medical report for you and satisfactory medical report for your dependant.

Job title

1. You will be employed as (job title). Your role and responsibilities will be as set out in the attached job description, except that you may be required to undertake other work associated with your function and of a similar level of responsibility. You will at all times follow all reasonable instructions given to you. AIG reserves the right to update your job profile from time to time to reflect changes in or to the post. You will be consulted about any proposed changes.

Salary

2. Your salary will be at the rate of (salary) per annum (before tax), which shall be deemed to accrue from day to day, payable monthly in arrears by bank credit. Your notional salary for gratuity calculation purposes in relation to section 11 of the Code of Management is deemed to be (notional salary of gratuity) per annum.

Allowance

3. In accordance with clause 10.1(a) of the Code of Management you will receive an annual food allowance of (either £2,911.00 or £5,820.00) (before tax).

Date of employment and Contract Duration

4. (1) The date of commencement of your employment is (insert date).
(2) Your contract will be for a fixed term of two years terminating on (insert date), unless previously determined.
(3) The date on which your continuous employment begins for gratuitable service is (insert date).

Place of Recruitment/Residence and Employment Status

5. (1) Your country of recruitment /residence is (insert Country).
(2) Your status will be (Single/Accompanied). The following person will accompany you as your dependant: (insert names if accompanied).

Place of work and working hours

6. (1) Your normal place of work will be Georgetown, although you may be required to carry out your contractual duties from any other location from

time to time.

- (2) Your normal hours of work are as set out in the Code of Management.
- (3) You are expected to co-operate with any reasonable request to work such alternative or additional hours as may be necessary to complete any particular tasks to which you have been assigned.

Probation period

7. Your employment by AIG is subject to a probationary period of six months, during which time you will be required to demonstrate to AIG’s satisfaction your suitability for the position in which you are employed. This probation period may be extended for a further three months at AIG’s discretion. During any probationary period each party may, without cause, terminate this agreement giving one month’s written notice to the other party.

Code of Management

- 8.** (1) The Code of Management attached hereto shall be deemed to form part of your contract of employment.
- (2) AIG reserves the right, insofar as it is reasonable, to vary, withdraw, add to or modify the Code of Management or the terms of this Contract from time to time. You shall be given due notice of any such changes (either by way of personal notification or by way of general promulgation by a notice posted on the notice board in AIG’s premises).

Jurisdiction

9. This contract shall be subject to and construed and interpreted in accordance with Ascension Law and shall be subject to the jurisdiction of the Ascension Courts.

Acceptance

10. If you accept the engagement offered on the terms and conditions set out above you are asked to sign and date the form of acceptance below, returning this copy and retaining the duplicate for your own information.

The undersigned hereby accept the terms and conditions of this agreement.

Signature: Date:
Administrator (on behalf of AIG)

Signature: Date:
Employee

Attesting Officer: