

EXAMPLE CONTRACT OF EMPLOYMENT FOR PART TIME EMPLOYEES

IMPORTANT NOTE TO EMPLOYERS: *Please do not just paste any of these clauses into your employees' work contracts without carefully reviewing them to ensure they meet your needs.*

Between _____ (the employer) and _____ (the employee).

1. _____ is employed as _____ (JOB TITLE).
2. Description of duties: (You may want to include a short description of duties. This is not strictly necessary.)
3. The employee is employed on a part time basis.
4. The employee's regular hours of work shall be _____ (if the employee has a break in the middle of the day you can list the hours in 2 separate lots, for instance: 7.30 - 11.30 and 1.30 - 4.30. This clarifies that the break is not paid work.)
5. With agreement of both the employer and the employee additional hours may be worked in excess of these hours and on other days of the week.
6. The employee shall be paid _____ per hour of work. Lunch breaks shall be unpaid.
7. Additional hours shall be paid at the regular rate of pay unless the employee works for more than 8 hours per day, or more than 6 days per week or more than 44 hours per week. If the employees working hours exceeds any of these limits then overtime shall be paid in accordance with the rates set in the Employment Act.
8. Wages shall be paid _____ (detail on how wages are paid).
9. VNPF will be paid in accordance with the requirements of the VNPF Act.
10. No paid sick leave or paid annual leave will be provided unless the employee works sufficient days to become 'in continuous employment' for the purposes of the Employment Act. This will require the employee to work for more than 22 days per month for the period of 1 year.
11. No severance allowance will be paid unless the employee works sufficient days to become 'in continuous employment' for the purposes of the Employment Act. This will require the employee to work for 4 or more days per week for 1 year.
12. The contract can be terminated at any time by either party by giving 2 week's notice.
13. If an employee is absent for more than 2 days without contacting the employer to explain the absence then, through this action, the employee will be deemed to have resigned and the employment relationship shall cease.
14. The contract can be terminated by the employer immediately in the event of serious misconduct by the employee. Before any such termination the employer will give the employee an adequate opportunity to answer any charges.

Signed (Employer, Employee) Date