

FIXED-TERM EMPLOYMENT AGREEMENT

entered into between

AFM of SA _____ Church Council (hereinafter referred to as the “Employer”)
and

_____ (hereinafter referred to as the “Employee”)

This Fixed-Term Employment Agreement (hereinafter referred to as the “Agreement”) is governed by the conditions of employment set out in this document as well as the relevant provisions of the Basic Conditions of Employment Act, 1997.

CONDITIONS OF EMPLOYMENT

1. Nature of the Agreement

This Agreement commences on _____ and will end on _____.

The Employee can have no reasonable expectation of renewal and/or continuation after the end date of the Agreement, as such renewal and/or continuation requires the written consent of both parties.

No severance pay will be payable to the Employee on termination of the Agreement.

The Agreement may, however, be terminated early on accepted grounds or as provided in this Agreement.

2. Remuneration

2.1 The Employee’s monthly salary is set out in Annexure A attached to this Agreement.

2.2 Any deductions required by legislation and/or agreed between the parties will be deducted before payment is made.

2.3 Given the nature of the Agreement, the Employee will not take up membership of the provident, medical and/or related funds of which the Employer’s permanent employees are members.

3. Employment obligations

3.1 The Employee’s job title is _____ and she will report directly to _____.

3.2 While in employment, she undertakes to:

- render the agreed services contained in Annexure B to the best of her ability;
- devote her time during working hours exclusively to the agreed services; and
- diligently comply with the Employer’s policies and procedures at all times.

4. Working hours

Normal working hours are from _____ to _____ every _____ day to _____ day of each calendar week. The Employee is entitled to a one-hour meal break from 13:00 to 14:00.

5. Leave benefits

The Employee is entitled to 3 working days’ annual leave on full pay during the fixed term of the Agreement as referred to in clause 1 above. Leave should preferably be applied for in advance and taken during periods when the Congregation’s activities are scaled down owing to the temporary closure of such activities.

6. Termination of employment

If either party intends to terminate the Agreement before the end of the fixed term of the Agreement as referred to in clause 1 above, that party must give the other party at least one week's prior written notice.

7. Confidential information

The Employee acknowledges that, in carrying out her duties under this Agreement, she will have access to confidential information concerning the affairs and members of the Employer. She undertakes to treat all confidential information as strictly confidential at all times and not to disclose it, except to the extent necessary to perform her duties under this Agreement. This duty of confidentiality continues after the termination of employment.

8. General

This Agreement contains the entire agreement between the parties, and any amendment, renewal and/or extension of whatever nature requires the written acceptance of both parties.

Signed on _____ 2012 at _____

ON BEHALF OF THE EMPLOYER

Signature: _____

Capacity: _____

EMPLOYEE

I accept all the terms and conditions set out in this Fixed-Term Employment Agreement.

Signature: _____

WITNESS

Name and surname: _____

Signature: _____

ANNEXURE A

ANNEXURE B