

# Hope Valley Farm School

Independent School in South Africa

E.M.I.S No. 160471

NPO: 132-191 |

Section 18(a) Tax Exemption PBO File No.: 930 034 835

(Association under Section 21) No: 2010/012562/08

Tel: 031 100 1042

Email: hopevalleyfarmschool@gmail.com

P.O. Box 71, Eston, 3740, Kwa Zulu Natal

## INTERNSHIP EMPLOYMENT CONTRACT

**Definition: Intern:** An Intern is an employee who has agreed to work at the school in the capacity of an educator, and will fulfil all duties that such a role entails, under the direction of the head teachers and the board.

### CONTRACT:

Entered into between **HOPE VALLEY FARM SCHOOL** (herein after referred to as 'the employer'), P.O. Box 71, Eston 3740

And **Lindokuhle Khuzwayo (ID NO.9511235683080)** (herein after referred to as 'the employee').

#### **1. Commencement:**

This contract will begin on 1<sup>st</sup> January 2019 and will terminate on 31<sup>st</sup> December 2019.

#### **2. Place of work:** Hope Valley Farm School.

#### **3. Job Description:** Zulu Educator

**Job duties:** To teach the designated grades and subjects assigned by the head teachers, oversee the welfare of the children and participate in extramural activities. The classrooms that are assigned to the employee must be kept clean and neat and be an environment conducive to learning at all times. The employee is required to be flexible and willing to carry out whatever duties are assigned to them by the head teachers.

#### **4. Termination of employment:**

1. Either party can terminate this agreement on one school term's written notice. The parties agree that on termination of the contract of employment, the employer shall furnish the employee with a certificate of service.

On termination of this contract the employee shall vacate the premises and the accommodation provided.

2. Hope Valley is a Christian School that adheres strictly to a Christian ethos and value system. If the intern should behave in any way that is in conflict with this ethos, they will be subject to a disciplinary hearing before the board and the board will have the right to terminate their contract without notice.

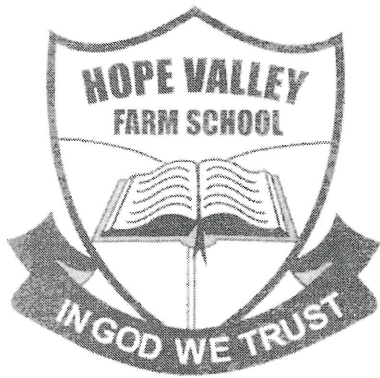
3. The intern's work will be reviewed on a continual basis by the head teachers, if at any time they are not content with the standard of work produced by an intern. The intern will be subject to a disciplinary hearing before the board and the board will have the right to terminate their contract without notice.

#### **5. Gratuity:**

1. The employees' gratuity shall be paid into the designated bank account the first day of every month. The amount payable (gratuity means -if the funds are available in the school account) is **R 1000** less U.I.F.

2. The employer shall review the employee's gratuity and whether their contract will be renewed once a year.

3. A gratuity will only be paid if money is available in the school bank account and on a no work no pay basis, unless accompanied by a sick note.



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**6. Hours of work:**

1. Normal working hours will be from 7.30am to 3.30pm Mondays to Fridays of each term and 8am to 12noon on designated Saturdays.
2. Should the need arise for the children to receive extra tuition during the school holidays then teaching hours will need to be decided upon.
3. There will be no overtime payment.
4. Meal intervals: The employees agree to a break from 10.00am to 10.30am and 12noon to 12.20pm each day

**7. Holidays:**

The employee will be entitled to all public holidays.

**8. Annual leave:**

The employee's leave is to be taken during the school holidays. The employee may be required to work during the school holiday to plan and prepare for the following term; these dates will be given in advance by the head teachers.

**10. Sick leave:**

1. During every leave cycle of 36 months the employee will be entitled to an amount of paid sick leave equal to the number of days the employee would normally work during the period of six weeks.
2. During the first six months of employment the employee will be entitled to one day's paid sick leave for every 26 days worked.
3. The employee is to notify the head teacher or the school office as soon as possible in case of his absence from work through illness.
4. A sick note from a doctor or clinic must be given to the administrator on return to work.
5. If there has been no communication for the reason being absent the remuneration for that day will be deducted from the monthly gratuity.

**11. Maternity Leave:**

The employee will be entitled to 4 months maternity leave without pay.

**12. Family Responsibility leave:**

The employee will be entitled to three days family responsibility leave during each year worked.

**13. House:**

The intern will be accommodated in a house. All furniture supplied by Hope Valley Farm School will be cared for and returned in a reasonable condition to when received. All breakages will be for the employees' account. The house will be maintained in good and clean condition at all times. House rules must be adhered to at all times. The cost of rent and costs of meals will be paid by Thore Hopperstad. The total cost per month will be R2860.

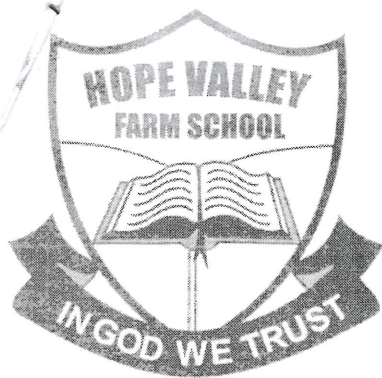
**14. Deductions and remuneration:**

The employer may not deduct any monies from the employee's stipend unless the employee has agreed to this in writing on each occasion.

**15. General:**

Any changes to this agreement will only be valid if they are in writing and have been agreed to and signed by both parties.





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THIS DONE AND SIGNED AT Hope Valley ON

THIS 18 DAY OF January 2019

  
EMPLOYER

  
EMPLOYEE

  
THORE HOPPERSTAD

  
WITNESS