

**American Community School
Beirut, Lebanon**

Contract for Name

You **Name** are hereby offered Twelve months contract for the position of **Job Title** at the American Community School at Beirut. The term of this contract shall be of twelve months, from July 1, 2017 to June 30, 2018, at the end of which it may be renewed if both parties agree. If this contract is not renewed for employment beyond June 30, 2018, your employment and affiliation with ACS shall terminate amicably, unconditionally, without you resorting to litigation or arbitration. At that time, in addition to your last salary, ACS shall pay to you only your earned vacation time. The notice period will be as per the Lebanese Labor Law, given within the employment period ending June 30, 2018.

Description of Responsibilities

As per Job Description

Compensation

I. Salary

You shall receive from the School in full remuneration for all responsibilities and services a salary of **\$ Amount** per year for this period. The salary is US Dollars based, paid in Lebanese pounds. The average of the official daily rate of exchange over 90 days period is calculated and compared to the ACS rate of exchange every 3 months. If a difference is determined, the difference will be paid to you. Exchange rates are subject to applicable legal exchange control laws.

This remuneration has been defined taking into consideration an increase as an advance on cost of living. The School reserves the right to make any payroll deduction as may be required by the tax and labor laws of Lebanon and, the tax and labor laws of the United States of America if applicable to you.

II. Benefits and Allowances

1. **Medical Insurance:** Coverage includes In and Out Patient care, excluding the following: dental care, eye examination for glasses, and any pre-diagnosed illness as described in the group insurance policy. When your employment ends, your medical coverage will terminate on June 30. Under normal termination of employment, your insurance card and school ID will be collected one week prior to the last day of school. Under any other termination circumstances insurance and school ID cards will be collected immediately. Medical coverage is subject to the policies of the insurance carrier. This benefit is extended only to the employee.
2. **National Health Plan:** All Lebanese citizens will be enrolled in the National Health Plan (NSSF) in addition to the group medical insurance plan mentioned above. Monetary deduction for participation / enrollment in the plan will be made according to the Lebanese laws.
3. **Indemnity:** NSSF contributions only, as required by NSSF laws and regulations.
4. **Transportation Allowance:** 8000LBP for every day you attend work, as per decree 501. If this decree is revoked an adjustment will be made according to the Lebanese government recommendation
5. **Advanced Study:** After completion of two years of employment, if your program of study is related to your job and is approved by your supervisor, ACS may reimburse you up to \$750.00 per year (see policy manual)
6. **Tuition reimbursement** for your children as per ACS policy.
7. **Spouse's benefits:** It is your responsibility to disclose to ACS your spouse's employment conditions, mainly benefits and allowances, and to keep such information up to date. ACS may adjust your benefits accordingly, in line with your spouse's benefits.

III. Other Provisions

1. If you are a citizen of a country other than Lebanon, this contract and its continuation are subject to the granting and extension of the appropriate pre-work visa, work permit and residence card by the Lebanese government.
2. It is expressly agreed and understood that the laws of Lebanon shall constitute the law controlling the interpretation of the contract and shall govern and be followed in the construction of its provisions and shall also fix the rights and obligations between you and the School. Furthermore, exclusively the courts of Lebanon shall adjudicate all rights and obligations arising out of this contract.
3. You will receive vacation time per ACS staff policy, in addition to the official holidays of the country. The scheduling of vacation time will be determined by the needs of the office.
4. Termination of this letter of appointment shall be governed by the following provisions:
 - a. This contract may be terminated by the School or by you at any time. Notification period shall be in accordance to the Lebanese Labor Laws.
 - b. This appointment may be terminated by the School at anytime for non-compliance with the school's Employee's Policy Manual.

- c. In the event that you break contract before its expiration date, you will forfeit all rights to all benefits listed above including medical insurance coverage. All benefits will cease on the day of termination of employment.
5. Any details of contract not covered in this letter shall be in accordance with the policies and practices of the School (Employee's Policy Manual)
 6. Subject to the provisions of the immediately preceding paragraphs, you agree that all terms of this contract are set forth in this document and agreement which supersedes all prior documents and agreements whether written or verbal and any correspondence as to the terms of this contract. It is expressly agreed and understood that the relationship under this contract is a new one and that you have no rights, of whatever nature, due to you from any previous relationship with the School. This contract shall only become effective upon acceptance by the Headmaster endorsed hereon in the space provided below.
 7. This contract may be renewed if both parties agree. Your intention to renew should be communicated to ACS in writing three months prior to the end of this contract.

I accept and agree to this contract and its conditions, benefits, job responsibilities and obligations as detailed above. I understand that this is a Twelve months contract that ends on June 30, 2018 and may be renewed if both parties agree. Regardless of the reason, in case this contract is not renewed, I will not claim nor will I seek abusive dismissal compensation either through litigation or through arbitration. In such a case my indemnity will be paid solely by the NSSF.

NAME

DATE

For the American Community School

Greg L. MacGilpin, Jr., Head of School

DATE