Contract No..................../..................



**Khon Kaen University**

**Employment Contract for the University Official under**

**The Administrative Category**

Made at: Khon Kaen University

123, Group 16, Mitrapap Road

 Muang District, Khon Kaen

Day ............... Month ..................................Year ….....

 This employment contract hereby entered into is between Khon Kaen University, by: .............................................. Position: .............................................................. as the representative or an authorized person according to Khon Kaen University’s Order No............/...... Dated ……...., herein referred to as “The University” and ………………………………..…………… aged ….. years, residing at Number: ………….. Street: …………….…. Sub-District: …………………. District: ……………….……. Province: ……………..…… Post Code: ................. Tel. ……………., herein referred to as “The University Official”. The University and The University Official agree as follows:

1. The University agrees to employ The University Official and The University Official agrees

to work for The University under the administrative category in the following position**:** …………..…………………………..., and in other positions additionally appointed afterwards affiliated to: ................................................ commencing on:........................................ until …………………………………...

1. The University has full rights to dismiss The University Official by referencing this contract

due to failure to meet the criteria of the probationary period, or the breach of any one of the contract rules.

1. The University and The University Official agree on the employment salary

starting at daily basis of ……………………. Baht monthly basis of ……………………… Baht (..............................................................). The University Official is also entitled to remuneration or other benefits as stated in any of The University’s Rules, Regulations, Announcements or Orders. The University Official is liable to pay the annual tax incurred from his or her annual incomes.

 4. The University Official has duties and responsibilities according to the term of reference. The Department Head may assign the duties pertaining to the mission of the department, which shall be stated in the terms of reference for each round of assessment.

The performance principle and evaluation method, terms of competency, knowledge, capacity and skills necessary for the work shall be in accordance with The University’s principles.

1. The University Official agrees to work for The University according to the term of reference stipulated

for the position with integrity, honesty, utmost responsibilities, and to seek additional knowledge and skills or act towards improvement of work and qualities.

The University Official shall preserve The University’s benefits and shall not disclose the confidential

information of The University to any person without permission from The University.

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1. The University Official agrees to dedicate his or her time to work for The University to the best of

his or her capacity and shall not act in any way that will bring damage to the operation or reputation of The University both directly and indirectly. The University Official will strictly behave oneself within the working regulations and disciplines stipulated by The University.

1. The leave granted to the University Official shall be in accordance with the Announcement of

the Personnel Administration Committee of Khon Kaen University (Number 30/2015) and the Announcement of

the Personnel Administration Committee of Khon Kaen University (Number 2/2016), on Work Hours and Work Days, Leave Taking and Payable Salary during the Period of Absence for University Officials, and the Amendment Version.

1. Should the University Official wish to obtain leave for the following reasons: 1) to study,

2) to attend trainings or seminars, 3) to conduct research to increase academic knowledge, or4) to perform academic services, it must be in accordance with The University’s Rules, Regulations, and Announcements.

1. During the term of this contract, if any one of both parties wishes to terminate

the contract before the due date, the party must inform the other party in writing at least 30 days in advance, or else the party wishing to terminate the contract shall be liable to pay for any incurring damage.

1. Causes of termination of contract:
2. The University Official shall be dismissed from the position as per Clauses 38 and 40 of Khon

Kaen University Rule on Personnel Administration, 2015.

 (2) The University Official is dismissed from the position in accordance with The University’s

regulations.

(3) The University shall terminate the contract due to the diagnosis of The University’s authorized

doctor with indication that The University Official’s health condition shall not allow The University Official to continue working.

(4) The University Official violated this contract, or through certain action, caused damage to

The University.

 (5) The University has an order of dismissal for the University Official as per Clause 11 of this contract.

1. During the term of this contract, The University has full rights to dismiss The University Official due to

any one of the following causes:

1. Dishonesty in the duty or intentional offense towards The University
2. Intending or purposely acting in a way that causes severe damage to The University
3. Violating The University’s or an organization’s work rule, regulation, or order, which has been established under the laws and righteousness; and which The University Official has been cautioned in writing, except a severe case that does not need caution by The University or the relevant organization.

 Warning Notice is effective for not more than one year as of the date of infringement.

 (4) The University Official is being sentenced to imprisonment from a case of

negligence or misdemeanor, which causes damage to The University.

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1. Compensation payment to The University Official follows Khon Kaen University Regulations on

Compensation Rates, 2016 and the Amendment Version.

1. If The University Official does or omits his or her duties or acts in any means during the

term of employment that affects The University, The University Official consents to pay for all of the damage caused within the time set by The University, or consents to the deduction of his or her salary, or other payments The University Official is entitled to receive from The University for compensation of the damage, except only the case of force majeur.

1. During the term of employment, The University Official consents to the change of

his or her position at the discretion of The University and consents to the transfer of his or her position to another organization at the discretion of The University.

1. The University Official and The University are able to make an attachment of

additional details to this contract at their discretion. The additional details will be part of this contract.

1. During the term of employment under this contract, if The University Official

has created a new invention or work piece, the patent of the invention or work piece will belong to Khon Kaen University.

This contract was made in duplicate containing the same wordings. The two parties have read through and understood the contract, and signed in front of the witnesses. Each copy is to be held by each party.

 (Signed) .................................................. For The University

 (..................................................)

 (Signed) ..................................................The University Official

 (..................................................)

 (Signed) .................................................. Witness

 (..................................................)

 (Signed) .................................................. Witness

 (..................................................)

**Remark:** The attachment(s) (if any) include(s):

 1. ........................................................................................................... - ...... pages
 2. ............................................................................................................ - ...... pages