

# ADDENDUM 1

## PRO FORMA LIMITED DURATION CONTRACT OF EMPLOYMENT GUIDELINE

Entered into between

\_\_\_\_\_  
(Hereinafter referred to as the "employee")

And

\_\_\_\_\_  
(Hereinafter referred to as the "employer")

- (a) The employer and the employee hereby enter into an employment contract on the following terms and conditions:

It is hereby confirmed that \_\_\_\_\_ has been offered employment with this firm as a \_\_\_\_\_

- (i) The contract shall run from the \_\_\_\_\_ (Date) till the \_\_\_\_\_ (Date)

**OR** (delete whichever is not applicable)

- (ii) Until completion of the following contract(s) \_\_\_\_\_  
expected to be completed/to terminate on approximately \_\_\_\_\_ (Date)

- (b) On completion of the contract, your employment shall be automatically terminated. Such termination shall not be construed as a dismissal but as completion of your employment contract. This however does not preclude the employer's right to terminate this contract without notice for any good cause recognised by law i.e. misconduct, incapacity or operational requirements.

- (c) Should it be necessary to reduce staff during the contract period, you will be consulted, and if you are one of those employees to be retrenched, you will be given at least 5 working day's notice of the employer's intention to terminate your employment contract.

- (d) You will be paid at the rate of R\_\_\_\_\_ per hour, and your working hours will be Monday to Friday from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

- (e) If necessary you may be required to work overtime, for which you will be paid the rates prescribed in the Main Agreement of the National Bargaining Council for the Electrical Industry.

- (f) UIF and other contributions, as prescribed by the relevant Agreement or Regulations, shall be deducted from your wages each week.

- (g) Your terms and conditions of employment shall be in terms of the Agreements of the National Bargaining Council for the Electrical Industry, which are binding on us, and may vary from time to time.

I (the employee) acknowledge that I understand the contents of this contract and sign acceptance hereof.

Signed at \_\_\_\_\_ this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Witness