



THE TROPHIES SCHOOL

Plot 10, Adeniranjos Close, Ojigbo Extension, Ikeja, Ibadan Tel: 0818220451, 08184162743

Date: January 9, 2018

Dear OLAFADAHAN, FUNMI ELIZABETH

Offer/Contract of Employment: Full Time Teacher

On behalf of The Trophies School (hereinafter referred to as "the Employer"), I am pleased to offer you (hereinafter referred to as "the Employee") employment as **Teacher** based in Ibadan. You will report to the Head of School and dotted line to your Head of Department. See the Employee handbook for more details.

1. Commencement Date

This contract shall come into effect as from **9TH day of JANUARY, 2018** and is concluded for an undefined duration. For the first six (6) months of employment the Employee would be on probation.

2. Compensations (Gross Salary)

The Employee's gross remuneration before any deductions would be as follows:

- 2.1 **Gross Monthly Base Salary: N 15,000.00 (FIFTEEN THOUSAND Naira only)**, paid monthly
- 2.2 **Gross Monthly Transport Allowance: N 3,000.00 (THREE THOUSAND Naira only)**, paid monthly
- 2.3 **Gross Monthly Housing Allowance: N 2,000.00 (TWO THOUSAND Naira only)**. Payment of this allowance shall be every 12 months. Please read the terminal policy for more on this.

3. Working Hours

Though subject to changes, the normal daily & weekly working hours are:

- **From Mondays to Thursdays from 7:30am – 4:30pm and on Fridays from 7:30am – 2:30pm.**
- **Overtime and weekends:** Dependent on the operational needs of the Employer, the Employee could be requested to do work outside the mentioned working hours schedule including weekends.

4. Punctuality and Attendance

It is your responsibility to be at work each as scheduled and to report to work on time. Habitual lateness is unacceptable. Please see the Employee handbook for more details.

5. Notice of Employment Termination

Either party shall give 4 weeks' written notice in order to terminate employment. Any employee who fails to give this notice shall forfeit half the amount due on housing allowance terminal benefit.

6. Acceptance

As an indication of your acceptance of this offer, you are expected to sign and return one copy of this document and attach one recent passport photograph.

Thus agreed to and signed on this the 9th day of Jan, 2018 in Ibadan, Nigeria:

'Nike Morodolu
Managing Director
The Trophies School

I, OLAFADAHAN, FUNMI ELIZABETH confirm that I fully understand the contents of this contract and accept this contract in agreement to all the terms and conditions therein.
[Signature] 09-01-18
Signature/Date