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



**Khon Kaen University**

**Employment Contract for a University’s Employee under**

**The Supporting Staff 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 Employee”. The University and The University Employee agree as follows:

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

Employee agrees to work for The University in the following position**:** …………..…………………………... affiliated to: ................................................. as per the term of reference stated by The University for ...... year(s) ...... month(s) ...... day(s) commencing on: ........................................ until: ..............................................

2. The University and The University Employee agree on the employment salary

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

3. The University Employee has duties and responsibilities according to the terms of reference or the University’s decisions. 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 term of reference will be in accordance with The University’s decision, or the head of department may assign the duties pertaining to the mission of the department, which shall be stated in the term of reference of 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.

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4. The University Employee 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 Employee shall preserve The University’s benefits and shall not disclose the confidential information of The University to any person without permission from The University.

5. The University Employee 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 Employee will strictly behave oneself within the working regulations and disciplines stipulated by The University.

6. The University Employee’s leaves shall be in accordance with the Announcement of the Personnel

Administration Committee of Khon Kaen University (Number 13/2016), on Work Hours and Work Days, Leave Taking and Payable Salary during the Period of Absence for University Employees, and the Amendment Version.

7. 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.

8. Causes of termination of contract:

1. The University Employee shall be dismissed from the position as per Clauses 38 and 40 of Khon Kaen University Rule on Personnel Administration, 2015.
2. The University shall terminate the contract due to the diagnosis of The University’s authorized doctor with indication that The University Employee’s health condition shall not allow The University Employee to continue working.
3. The University Employee violated this contract, or through certain action, caused damage to The University.

(4) The University has an order of dismissal of The University Employee as per Clause 9 of this contract.

9. During the term of this contract, The University has full rights to dismiss The University Employee 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 Employee 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.

1. The University Employee is being sentenced to imprisonment from a case of negligence or

misdemeanor, which causes damage to The University.

10. Compensation payment to The University Employee follows Khon Kaen University Regulations on

Compensation Rates, 2016 and the Amendment Version.

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11. If The University Employee does or omits his or her duties or acts in any means during the term of employment that affects The University, The University Employee 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 Employee is entitled to receive from The University for compensation of the damage, except only the case of force majeure.

12. During the term of employment, The University Employee 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.

13. The University Employee 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.

14. During the term of employment under this contract, if The University Employee 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 Employee

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

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

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

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

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

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

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