**Socially Oriented Autonomous Non-Profit Organization “Granit”**

**EMPLOYMENT AGREEMENT**

Barnaul “\_\_” \_\_\_\_\_\_\_\_ 20\_\_\_

Socially Oriented Autonomous Non-Profit Organization “Granit”, hereinafter referred to as the “Employer”, represented by the Director **Full Name** acting on the basis of the Charter, and the individual **Full Name**, hereinafter referred to as the “Employee”, have made this agreement as follows:

1. Subject of the employment contract
	1. The employee is recruited as**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (position)

* 1. The employment agreement is:

primary employment contract

part-time employment contract

(underline as appropriate)

* 1. The employment agreement is concluded for a period (underline as appropriate):

a) for an indefinite period (permanent contract)

b) **for an definite term: agreement of intent, Article 59 of the Russian Labor Code,**

(in the presence of the circumstances established by Art. 59 of the Russian Labor Code, with indication of the item)

c) for up to 2 months (Art. 289 of the Russian Labor Code)

* 1. This employment agreement shall enter into force on **“\_\_\_\_” \_\_\_\_\_\_\_\_\_\_ 201\_**

upon **“\_\_” \_\_\_\_\_\_\_\_\_\_ 201\_**

* 1. The Employee is required to start work on **“\_\_\_” \_\_\_\_\_\_\_\_\_\_ 201\_\_\_**
	2. Probation period (Art. 70 of the Russian Labor Code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (duration)

 1.7. The nature, focus on the particular work function performed by the Employee, as well as the necessary qualifications, are determined by the job description, which is an integral part of this agreement.

 1.8. Working conditions (underline as appropriate):

 a) **optimal (**conclusion on a special assessment of working conditions**)**

 (document)

 b) harmful

2. Rights and obligation of the Employee

1. The Employee must:
2. Earnestly perform their employment functions;
3. Comply with the rules of internal labor regulations and labor discipline;
4. Comply with labor protection and occupational safety requirements;
5. Take good care of the property of the Employer; and the property of the third parties;
6. Immediately report directly to the manager, or to another official on the occurrence of a situation that represents a threat to the life and health of people, the safety of the property of the Employer;
7. Systematically improve their skills;
8. Other obligations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2. The Employee has the right to:

1. Conclusion, amendment and termination of the employment agreement;
2. Getting a job specified in the employment agreement;
3. A workplace that meets the conditions stipulated by the state labor safety standards and by the collective agreement;
4. Timely and full payment of wages in accordance with their qualifications, complexity of work, quantity and quality of work performed;
5. Rest provided by the establishment of normal working hours, and reduced working time for certain professions and categories of workers, the provision of weekly days-off, public holidays, annual paid leave;
6. Full reliable information on working conditions and labor protection requirements at the workplace;
7. Protection of their labor rights, freedoms and legitimate interests by all means not prohibited by law;
8. Compulsory social insurance;
9. Participation in the provision of paid services and other income-generating activities;
10. Enjoyment of other rights in accordance with labor law and collective agreement.

3. Rights and obligations of the Employer

1. The Employer has the right to:
2. Enter into, amend and terminate the employment agreement with the Employee;
3. Conduct collective bargaining and concluding collective agreement;
4. Require the Employee to fulfill their job duties and to respect the property of the Employer, to comply with the rules of internal labor regulations;
5. Bring the employee to disciplinary and financial responsibility in the manner prescribed by the Russian Labor Code;
6. Use other rights provided for by the Russian Labor Code, other federal laws.

3.2. The Employer must:

1. Comply with laws and other regulations, local regulations, the conditions of the collective agreement;
2. Provide the Employee with the work specified by the employment agreement;
3. Provide the Employee with safe working conditions;
4. Provide the Employee with equipment, tools, technical documentation and other means necessary for the performance of their job duties;
5. Provide the Employee with equal pay for work of equal value;
6. Pay in full the wages due to the Employee;
7. Conduct collective bargaining and concluding collective agreement;
8. Carry out compulsory social insurance and social security of the Employee in accordance with the legislation of the Russian Federation.

4. Working time, working and rest conditions

4.1. The Employee is set to the following working hours:

a) **five-day working week with days off: Saturday, Sunday**;

b) six-day working week with a day off on Sunday;

c) working week with the provision of days off on a sliding schedule;

d) part-time working week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (indicating specific working days of the week)

4.2. The employee is set the following length of the working day (shifts):

a) length of the working day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours;

b) reduced length of working day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hours;

c) part-time working day from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_;

d) non-standard working day;

e) other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4.3. The beginning of daily work \_\_\_\_\_\_\_\_, the end of daily work\_\_\_\_\_\_\_\_\_\_\_\_\_, the break for rest and lunch from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_.

4.4. The Employer provides the Employee with an annual paid **leave of 28 calendar days**, depending on the position held;

4.5. Leave time is set according to vacation schedule;

4.6. Additional leave (in calendar days) in accordance with the Labor Code and the collective agreement:

a) for working in harmful conditions\_\_\_\_\_\_\_\_\_\_\_\_\_,

b) for non-standard working day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

c) other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. Terms of payment

5.1. For the performance of the labor function, the Employee for the position specified in clause 1.1 of this agreement is provided with a salary of \_\_\_\_\_\_\_ rubles, which corresponds to 1.0 rate, subject to the full development of the monthly standard of working time. The official salary of the Employee is set in proportion to the size of the rate \_\_\_\_\_\_\_ and is \_\_\_\_\_\_ rubles.

5.2. The following multiplying factor is set for the Employee:\_\_\_\_

5.3. The regional premium rate is 15% \_\_\_\_\_\_ rubles.

5.4. The salary is paid at least twice a month at the cash desk of the organization, or by transfer to the bank account of the Employee. Payroll days are the 15th and 30th of each month..

* 1. The remuneration of the Employee is at the expense of the organization.
	2. Bonus and incentive payments can be paid to the Employee in accordance with and on the basis of the Regulations on the remuneration of employees.
1. Final clauses:
	1. The parties are responsible for the failure to comply with the conditions of this employment agreement in the manner prescribed by the legislation of the Russian Federation.
	2. The employment agreement is made in two copies having the same legal force, the first copy is delivered to the Employer, the second copy remains at the Employee.
	3. The employment agreement may be terminated on the grounds provided for by the Labor Code or other federal laws.
	4. The terms of this employment contract may be modified and (or) supplemented by agreement of the parties. Amendments and (or) additions to the conditions are formalized by an additional agreement, which is an integral part of the employment contract.
	5. Other conditions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Addresses of the parties:

The Employer:

The Employee: Full Name

Address:

Passport: Series № , issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_code

Issued on “22” July 2003, Tax reference number 222502099965

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Personal insurance policy number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**READ AND UNDERSTOOD:**

- regulations on the protection of employee personal data:

- regulations on compensation

- rules of internal labor regulations

- position description

- labor safety regulations

- fire safety instructions

- safety instructions

The Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_ /

(signature acknowledgment) (full name)

 “\_\_” \_\_\_\_\_ 20\_\_\_

.

The Director The Employee

 \_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

(signature) (full name)

“\_\_” 20\_\_\_ “\_\_”\_\_\_\_\_\_\_\_\_\_20\_\_\_

The second copy of the employment agreement received

The Employee\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_ /

 (signature) (full name)

“\_\_” \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_