

**Employment contract with the teaching staff of Jalal-Abad State University
named after B. Osmonov.**

Manas

“ _____ ” _____ 2025

Jalal-Abad State University named after B. Osmonov, hereinafter referred to as the "Employer," represented by its Rector, Professor Keneshbek Zhumabekovich Usenov, acting under the JASU Charter, and citizen _____

(last name, first name, patronymic; academic degree and rank)

hereinafter referred to as the "Instructor," have entered into this employment contract as follows:

1. Subject of the Employment Contract

1.1. The instructor is hired for the position of _____
(job title)

(name of the structural unit where the instructor is hired)

1.2. The employment contract is (delete as appropriate):
a contract for the main job; a contract for a part-time job.

1.3. Term of the employment contract:

start of employment _____

end of employment _____.

The probationary period is 3 months.

2. Teacher's Rights

2.1. To select teaching methods and tools that best suit their individual needs and ensure a high-quality educational process.

2.2. To use equipment, laboratories, and information sources free of charge in accordance with the JASU Charter, as well as the services of social, medical, and other structural divisions.

2.3. To have the right to organizational and logistical support for their professional activities.

2.4. To elect and be elected to academic, pedagogical, and other councils of the university, faculty, college, or other structural division in accordance with the established procedure.

2.5. To appeal orders and instructions of the employer in accordance with the procedure established by law.

2.6. To exercise other rights in accordance with labor legislation and the collective agreement.

3. Employer's Rights

3.1. To conclude, amend, and terminate employment contracts with faculty members.

3.2. To conclude a collective agreement.

3.3. To reward faculty members for conscientious and effective work.

3.4. To require faculty members to fulfill their work responsibilities and to carefully handle the employer's property, as well as to comply with the Charter, Internal Labor Regulations, Code of Ethics, and the provisions governing the execution of university management orders.

3.5. To hold faculty members accountable for disciplinary action and financial liability in accordance with the legislation of the Kyrgyz Republic.

3.6. Other rights stipulated by the legislation of the Kyrgyz Republic.

4. Teacher's Responsibilities

4.1. Ensure the fulfillment of the duties of the position held in compliance with the educational requirements established by law and the charter.

4.2. Stay informed of all innovations at JASU of Applied Sciences, familiarize themselves with all local regulations, the at JASU of Applied Sciences Charter, and the provisions on the official at JASU of Applied Sciences website. Comply with the Charter, Internal Labor Regulations, regulations, and the at JASU of Applied Sciences Code of Ethics, as well as the individual work plan.

- 4.3. Promptly notify the university administration (faculty, department, division, or section) of any inability to perform work stipulated by the employment contract and the class schedule for a valid reason.
- 4.4. Systematically engage in professional development.
- 4.5. Upon termination or cancellation of the employment contract, complete a clearance form and hand over to the employer's representatives any property, material assets, and tangible media containing information, including office documents, in the employee's use.
- 4.6. Comply with job descriptions. Be held accountable for failure to comply with job descriptions.
- 4.7. Actively participate in public events at the national, regional, city, university, and its subdivision levels, including cleanup days.

5. Employer's Responsibilities

- 5.1. Pay the instructor's salary, as stipulated in this employment contract, promptly and in full, within the established deadlines.
- 5.2. Create conditions for the instructor to successfully fulfill their duties as stipulated in the employment contract.
- 5.3. Promptly inform the instructor of all significant changes in the organization of the educational process and curricula, workload, academic schedule, etc., by posting them on the official at JASU website, in the AVN app, WhatsApp, and other communication tools.
- 5.4. Ensure safe working conditions for the instructor.

6. Remuneration Procedure

- 6.1. The employer pays the instructor's salary in accordance with legislation and local regulations.
- 6.2. Allowances and bonuses are paid in accordance with the procedure established by law and in accordance with local regulations.
- 6.3. Salaries are paid once a month, in accordance with the tariff and qualification list.

7. Working and Rest Conditions

- 7.1. The instructor's working hours and rest periods within the working day are established by the internal work regulations or by agreement with the university administration.
- 7.2. The duration of the instructor's working hours is determined by an individual plan and may not exceed 36 hours per week.
- 7.3. The employer provides the instructor with annual paid leave in accordance with the legislation of the Kyrgyz Republic.
- 7.4. The time for using the leave is determined according to the vacation schedule.
- 7.5. Faculty members continue to improve their qualifications through participation in seminars, training courses, conferences, and other events.

8. Final Provisions

- 8.1. The parties shall be liable for any failure to comply with the terms of this employment contract in accordance with the legislation of the Kyrgyz Republic.
- 8.2. This employment contract is drawn up in two copies of equal legal force, one of which is kept by the employer and the other by the instructor.
- 8.3. This employment contract may be terminated for reasons stipulated by the Labor Code of the Kyrgyz Republic.
- 8.4. The terms of this employment contract may be amended and/or supplemented by mutual agreement of the parties. Amendments and/or additions to the terms and conditions shall be formalized by an additional agreement, which shall constitute an integral part of the employment contract.

Rector of JASU

(signature, seal)

« ____ » _____ 2025

Teacher

(signature, seal)

Address _____

« ____ » _____ 2025