

TechLit Kenya

Employment Contract

1. Introduction

- a) This contract defines terms for the employment of **Employee** ("You") by TechLit Kenya ("TechLit") for the **Position** position ("Your Position") for one fixed term starting **Start Date** and ending December 31, 2025.
- a) This contract includes attachments describing Your Position, TechLit's Child Safety Policy and TechLit's Code of Conduct.

2. Compensation

- a) You earn a retainer, commission, and bonuses determined by Your Position.
- b) TechLit calculates and pays Your earnings and reimbursements in weekly periods from Saturday to Friday.

3. Statutory Deductions

- a) TechLit is entitled to deduct any required statutory deduction from Your pay.

4. Leave and Vacation

- a) You are entitled to maternity, paternity, sick, and any other leave required by Kenyan law.

- b) You are entitled to 5 paid vacation days per school term.

5. Contract Duration

- a) This contract is effective as soon as You sign this contract and its attachments.
- b) Unless otherwise terminated, this contract will remain in effect until the end of the same school year.

6. Review and Non-Renewal

- a) This contract does not automatically renew.
- b) TechLit may produce a subsequent contract for the following school year.
- c) TechLit will review Your performance before offering a subsequent contract.

7. Summary Dismissal

- a) TechLit may summarily dismiss You:
 - 1) if You breach the Code of Conduct, or
 - 2) if You breach the Child Safety Protocol, or
 - 3) if You commit a criminal offense while the contract is effective, or
 - 4) if You are absent for more than two weeks without TechLit's approval.

Signatures

All parties agree to the terms outlined in this contract and its attachments.

Employee

Employee

Date Signed

TechLit Signatory

TechLit Kenya

Date Signed

Educator Position

1. Your Classrooms

- a) You will be assigned to one or two primary school classrooms ("Your Classrooms").
- b) TechLit may reassign Your Classrooms from time to time, at which point You may need to relocate and You may be unable to earn commission.
- c) TechLit will discuss changes to Your Classrooms with You as early as possible so that You may offer feedback or reject changes.

2. Classroom Duties

- a) You are responsible for teaching and uploading notes for all scheduled lessons and open-lab sessions in Your Classrooms.
- b) You are responsible for securing, troubleshooting, upgrading, packing, unpacking, and cataloging all TechLit equipment in Your Classrooms.
- c) You are expected to be online and responsive on WhatsApp at least once per day.
- d) You are expected to share stories, photos, and videos about Your Classroom on WhatsApp from time to time.

3. In-Person Retreats

- a) You are expected to attend all in-person retreats during the school year.

- b) Retreats are announced at least a week in advance.

4. Weekly Retainer

- a) TechLit will pay You a weekly retainer of **Weekly Retainer** KES.

5. Daily Teaching Commission

- a) TechLit will pay You for each day that You teach lessons in any of Your Classrooms.
- b) Your daily teaching commission will be **Regular Commission** KES when You have one Classroom, or **Paired Commission** KES when You have two Classrooms.

6. Daily Retreat Commission

- a) TechLit will pay You **Retreat Commission** KES for each day that You attend in-person retreat.

7. Weekly Targets

- a) TechLit will set lesson targets in advance for each week of school.
- a) TechLit will pay You for each week that You meet or exceed Your lesson targets.
- b) Your weekly targets bonus will be **Regular Bonus** KES when You have one classroom, or **Paired Bonus** KES when You have two Classrooms.

8. Relocation

- a) TechLit will pay You a relocation bonus each time that You need to relocate because TechLit changed Your Classrooms.

9. Expense Reimbursement

- a) TechLit will reimburse You for traveling to and from in-person retreats as long as the expenses are at or below market rate and You follow TechLit's reimbursement process.
- b) You are responsible for all other expenses, including Your daily commute to and from work.
- c) TechLit may or may not approve exceptional classroom expenses for reimbursement.

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Position Position

1. Weekly Retainer

- a) TechLit will pay You a weekly retainer of **Weekly Retainer** KES.

2. Responsiveness

- a) During school weeks and some other periods, You are expected to be working and responsive ("On-Call").

3. Weekly Commission

- a) TechLit will pay You an additional **On-Call Commission** KES for each week that You are on-call.

4. Expense Reimbursement

- a) TechLit will reimburse You for traveling to and from in-person retreats as long as the expenses are at or below market rate and You follow TechLit's reimbursement process.
- b) You are responsible for all other expenses, including Your daily commute to and from work.
- c) TechLit may or may not approve exceptional classroom expenses for reimbursement