

THE UNITED STATES ATTORNEY'S OFFICE
DISTRICT *of* ARIZONA



Industrial Commission of Arizona
E Broadway Blvd Tucson AZ 85716
Dated 27-08-2015

LETTER OF APPOINTMENT FOR HOUSE MANAGER/SUPERVISOR

This is to certify that [REDACTED] an Indian citizen with PASSPORT NO: [REDACTED] has been appointed as a house manager/supervisor in my Villa home, prior to securing of Employment Visa & subsequent Arrival in Arizona, United States of America.

You are hereby directed to resume duty on or before October 5th 2015. This letter of appointment sets out the terms and conditions covering your appointment which are as follows:

1. Employment Salary Details Below:

- a) duration: 5 Years (Renewable)
- b) Service Location: Arizona
- c) Salary: Monthly Salary after tax: \$8,000
- d) Weekly Allowance \$250
- e) Designation: House manager/supervisor
- f) Start up date: 5/10/2015
- g) Working Hours: 8:00 a.m. - 5:00 p.m. Monday – Saturday

2. Professional Conduct:

As a house manager/supervisor you shall;

- a) uphold ethical standards of integrity and probity;
- b) act objectively and constructively while exercising his duties;
- c) exercise his responsibilities in a bona fide manner in the interest of the employer;
- d) devote sufficient time and attention to his professional obligations for informed and balanced decision making;
- e) not abuse his position to the detriment of the employer or its family or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person;

f) refrain from any action that would lead to loss of his independence;

g) during the period of your employment, your performance, attendance, behaviour and relationship will be closely watched.

h) you will not absent yourself from your work without previous notice and sanction thereof, you will report and take instructions from your employer.

i) you shall observe utmost sincerity in connection with the matters of the House

j) We reserve the right to take suitable action to safeguard our interest if any of the terms and conditions mentioned is violated by you.

3. Reimbursement of Expenses

In addition to the remuneration described in the contract agreement letter the employer will, for the period of your appointment, reimburse you for travel, hotel and other incidental expenses incurred by you in the performance of your role and duties.

4. Confidentiality

All information acquired during your appointment is confidential and should not be released, either during your appointment or following termination (by whatever means) to third parties without prior clearance from your employer unless required by law or regulatory body.

On reasonable request, you shall surrender any documents and other materials made available to you by your employer.

5. Termination

a) You may resign from your position at any time and should you wish to do so, you are requested to serve a reasonable written notice.

b) The periods of notice provided may be waived by agreement in writing between you and the Employer, subject to compliance by the Employer with statutory minimum notice requirements.

c) The Employer reserves the right, at its sole discretion, to pay you in lieu of any period of notice.

d) The Employer may at its discretion at any time including during any period of notice given by either party amend your duties and/or suspend you from the performance of your duties and/or exclude you from any premises of the Employer and/or the Employer's clients' premises.

During such time the Employer reserves the right for you to remain employed and to receive your salary and benefits.

e) You shall throughout any such period of suspension, exclusion and/or Employer requirement(s) continue to be an employee of the Employer and must comply with your obligations under your contract of employment.

f) The Employer reserves the right to terminate your employment without notice in circumstances of gross misconduct.

6. Governing Law

This agreement is governed by and will be interpreted in accordance with the United States law and your engagement shall be subject to the jurisdiction of the courts of the United States.

I trust you will appreciate this gesture on the part of myself and my family and do your utmost to fulfil the responsibilities entrusted to you.

NOTE: copy of this appointment letter and other related documents has been forwarded to the Embassy of the United States for approval of your 5 years working visa/work permit.

Kindly return via email the duly signed copy of this letter of appointment in token of acknowledgement.

Yours sincerely
John Kapoor



I hereby acknowledge receipt of and accept the terms set out in this letter.

Signed Dated

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Employment contract agreement for house Manager/supervisor

This agreement is made and entered in the United States Attorney's Office District of Arizona and the industrial commission of Arizona between Dr. John Kapoor American citizen and Mr/Mrs/Miss _____

_____ With passport number _____ A Nationality of _____

here by agreed upon the following terms and conditions that the employee will work with Dr. John Kapoor in accordance.

1. Date of commencement; Your starting date will be stipulated on the intent appointment letter if you are successfully appointed.

2. Salary; Your monthly salary after TAX will be \$8,000 US DOLLAR per Month which may be received before 28th of every Month and \$250 US DOLLAR weekly upkeep allowance. Your performance will be reviewed periodically and your employer shall make adjustments to your salary as it sees fit. You are entitled to transport allowance, Free Health Insurance, feeding and free accommodation that befit family size not exceeding 4 occupants.

3. Visa procurement; We shall send all the essential documents and appoint US Immigration attaché to assist you in getting your entry clearance from the US Consulate in your country. In line with our policy on international applicants, you shall bear the cost of securing your entry clearance (visa) while we shall provides air ticket to you and we will be reimbursing the cost encored during your visa processing period after submitting the receipts as evidence of payment.

4. Working hours; Working hours is Monday to Saturday, from 8am to 5pm. You are entitled to one hour of lunch in break every day. You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of your employer. Your employer reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.

5. Annual leave; You are entitled to twenty eight (28) days paid annual leave upon the completion of one year's service from the date of confirmation of your employment. Pro-rated (divide) annual leave before the completion of one year's service is at the sole discretion of the employer. You cannot carry forward any unutilized annual leave to the next year. Any leave balance at the end of the calendar year shall be forfeited. Unpaid leave shall be granted at the sole discretion of the employer. Your employer reserves the right to terminate your employment without notice if you are absent from work on unpaid leave without prior approval from your employer.

You are entitled to five (5) days of compassionate leave per calendar year upon the completion of the first year of service. Approval for compassionate leave shall be at the sole discretion of your employer. All leave applications must be made in writing and at least seven (7) days in advance and shall be approved at the absolute discretion of your employer.

6. Sick leave; You must notify your employer and/or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first four (4) hours of the working day. You are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons. You are entitled to fourteen (14) days of paid sick leave per calendar year, upon confirmation of your employment. If you are hospitalized on a doctor's written order, you may get up to forty-six (46) additional days of paid sick leave per calendar year.

7. Maternity and childcare leave; You will be entitled to the Maternity leave as per U.S. law. Such leave is to be taken on doctor's written orders. The maternity leave will be on a fully paid basis as long as the employee has served for at least one hundred and eighty (180) days before the date of first confinement. A female employee on leave because of a miscarriage or abortion shall be considered to be only on normal sick leave.

You are entitled to two (2) days of employer-paid childcare leave per calendar year if you have any child below age seven (7) in that year.

8. Termination and notice; During your employment, either party may terminate the agreement by giving one (1) Month notice or the equivalent of one (1) month salary in lieu of notice. Your employer reserves the right not to give any reasons for termination. Your employer, however, has the right to give immediate notice before terminating your services if you are guilty of misdemeanor, misconduct, negligence or breach of any of the terms of this Letter of agreement, upon the termination of your employment you shall return to your employer all documents, records, items and materials in your possession or custody belonging to him/her or its clients and you shall not retain any copies (including electronic or soft copies) thereof. During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities.

Applicable law; All terms of the employment and this contract are governed by the laws of the United States.

If you agree to these proposals, you are requested to sign on the lower right hand side and returning to me the duplicate copy within the next two (2) days from the date of this letter.

Dr. John Kapoor



Employee Name:.....

Employee Signature:.....

Date.....