

Ref: CRS/ISD/HR\_\_\_\_\_  
Dated: February 25, 2011

To,  
Mr

**Subject: JOB OFFER LETTER – OFFICE BOY**

Dear

CRS would gladly like to inform you that based on the recent interview you have been selected for the position of Office Boy based in CRS Islamabad office of the country program. We would like to offer you the said position with starting Gross Monthly Salary of PRP 12,059 /-

CRS offers one-year renewable contract as per our HR policies and existing country laws with our financial year starting on October 1 and ending on September 30 each year. This means your contract will end on September 30, 2011. The contract is then renewable on the basis of your job performance.

As is customary new employees are subject to a three-month probationary period during which either party can terminate this contract without assigning any cause. Your performance will be evaluated against standard criteria during probationary period and your status will be confirmed based on a satisfactory performance review. In case of unsatisfactory performance the contract can be terminated or probationary period can further be extended for another three months.

Other than salary, we offer conveyance and communication allowances, field allowance, 13<sup>th</sup> month salary, medical and life insurances, and contribution to Employee Provident Fund and Employee Old-age Benefits Institution's Pension Scheme. The benefits are further explained on the attached sheet and its effect during the probationary period, where applicable.

Should you wish to accept this offer of employment, we kindly request that you provide us with notification of your acceptance (see attached form) in writing and confirm your joining date. We look forward to welcome you in our team.

Kind regards,

Jack Byrne  
Country Representative  
CRS Pakistan Program

## **ANNEXURE TO OFFER LETTER:**

### **Special considerations for employees in their probationary period (normally three months from date of initial employment)**

- 1) During the probationary period, vacation leave is accrued, but an employee is not entitled to take vacation leave during the probationary period except with extraordinary permission from his/her supervisor and the Country Representative.
- 2) All CRS full time employees are entitled to 12 sick days per year, accrued at the rate of 1 day per month from date of employment. Part-time employee sick days will be calculated on a pro-rated basis as outlined in their contract.
- 3) All staff is entitled to up to 10 days a year for personal business that needs to be conducted during regular working hours. This leave accrues at a rate of approximately 0.83 days per month. As with vacation leave, probationary employees are not entitled to take personal leave except with extraordinary permission from his/her supervisor and the Country Representative.
- 4) Probationary employees are eligible for medical coverage. They will be enrolled in the official CRS medical plan and will be entitled to receive medical coverage for themselves and their immediate dependents. Details for this plan will be further explained upon the completion of employment forms and designation of beneficiaries.
- 5) All CRS employees, including those on probation, are entitled to the transportation allowance and for taxi reimbursement (or pick and drop for female employees if preferred) if working late or expected to come to the office early for moving to the field. However, request to work late must be approved by supervisor.
- 6) All CRS employees are entitled to monthly communication allowance to cover monthly expenses and one time allowance at the beginning as cost of mobile set according to their salary scales. However, a new employee must sign an undertaking on receiving one time allowance that s/he will refund the amount or it will automatically be deducted from his/her final settlement in case employee resigns within six months of the employment contract.
- 7) Employees Provident Fund Scheme with 9% employee and 9% employer contribution is an end of service benefit. Employee will be eligible to join this fund on completion of three months of employment with CRS. During employment with CRS employee can withdraw from this fund as per regulations of Income Tax Ordinance.
- 8) Employee Old age Benefit (EOBI) is a pension scheme as per GoP policies. CRS contributes towards this scheme as per current policies and practices.
- 9) CRS pays 13<sup>th</sup> month salary on pro-rated basis at the end of the financial year (in the month of September) the intent of the 13<sup>th</sup> month salary is to reward permanent employees who have provided a minimum of nine months of service to the agency each fiscal year. 13<sup>th</sup> month salary will be paid on last drawn salary, in case of any change in the salary during the year.
- 10) Only employees who have successfully completed the probationary period and have been confirmed as regular employees of CRS will be eligible for training assistance.

**A CRS Pakistan Personnel Manual providing complete details for all of the above items as well as all personnel policies is available and all employees are expected to become familiar with all such policies.**