



JERSEY GENERAL HOSPITAL

STATE OF JERSEY GENERAL
HOSPITAL,
A: ST. HELIER JE1 3QS,
JERSEY, CHANNEL ISLANDS,
UNITED KINGDOM.
T: +44 701 112 0785
E: INFO@JGENHPT.GE.MS
URL: WWW.JGENHPT.GE.MS

Ref: JGHI87/21563

Employment Confirmation Letter

Dear [REDACTED]

State of Jersey General Hospital is pleased to offer you the position of **CARDIOLOGY SPECIALIST** for our organization. We are excited about the potential that you bring to our Hospital.

Job Location: St. Helier JE1 3QS, Jersey, Channel Islands, UK

Approval Date: 30th July 2011

Starting Date: 5th September 2011

On this date you are to report at 9:30AM to the Human Resources Department at the Hospital premises, where you will be provided with packet containing information on State of Jersey General Hospital. Your job commences immediately after the orientation for new executives.

Should you accept this job offer, per Hospital policy you'll be eligible to receive the following:

- **Salary:** Monthly Net starting salary of £9,700.00GBP (Nine Thousand Seven Hundred British Pounds) paid in biweekly installments by your choice of check or direct deposit (This salary is take home after TAX deduction). Salary increases will be negotiated to take effect at the beginning of each renewal period.

- * Performance Bonuses: Up to three percent of your monthly net salary, paid quarterly by your choice of check or direct deposit

- **Duties and Responsibilities:** Your job profile remains the same as stated on your résumé which we have used as a basis of selecting you to work for us. The full breakdown of your job duties and responsibilities will be made known to you on resumption of duty. The management will be conducting a seminar for all foreign/international employees joining our services to enlighten them more about our Hospital, their job profile, and to enable every employee get to know each other.

- **Work Schedule:** State of Jersey General Hospital policies on standard hours, overtime and compensatory time apply to this position; the standard hours of work for the employee are 40 hours per week. The employee will be compensated for work time that exceeds standard hours at a rate of 1.5 times their regular hourly rate provided that overtime work is approved in advance by employer, salary and contract period shall also be liable to increments with time and employee official promotions and position in service.

- **Contract Duration:** 3 Years (Renewable)

- **Benefits:** Standard, State of Jersey General Hospital provided benefits for salaried-exempt employees, including the following:



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- o 401(k) retirement account
- o Annual stock options
- o Child daycare assistance
- o Education assistance
- o Health, dental, life and disability insurance
- o Profit sharing
- o Sick leave

o Vacation and personal days: State of Jersey General Hospital have 30 working days annual leave, which is additional to public/religious holidays and sick leaves and can be taken at any time during the year (subject to approval). During any of your vacations, State of Jersey General Hospital shall pay for your flight ticket, pay you £4,805.00GBP as leave allowance and as well pay you £5,720.00GBP flat rate travel/entertainment allowance.

o Accommodation (Four-Bed-Room Apartment for married staffs relocating with their family and One-Bed-Room Apartment for single staffs, this accommodation is free)

- o Car allowances
- o Free meal according to your choice dietary
- o Payment of your initial Six (6) months upfront salary upon completion of the employment process;
- o Comprehensive healthcare delivery.

Joining us

1. Residence and Work Permit / Visa: On confirmation that you have secured the mandatory JERSEY EMPLOYMENT AND SOCIAL SECURITY CERTIFICATE from the Jersey Advisory and Conciliation Service (JACS) which is required before you can be a full employee and before we can secure UK / Jersey Work and Residence Permit / Visa, State of Jersey General Hospital will immediately procure your UK / Jersey Work and Residence Permit / Visa and if you are coming with the members of your family, your family Visa will as well be procured by State of Jersey General Hospital.

2. Flight Ticket: Your flight ticket fee shall also be sent to you by the management of State of Jersey General Hospital to enable you purchase your flight ticket in time; fee for family flight ticket will also be issued to you if we are aware that you are relocating with the members of your family.

3. Accommodation: State of Jersey General Hospital provides accommodation to all foreign national at the Government reserved area in Channel Islands; both singles and family accommodation are available depending on your family status.

4. Reimbursement: You shall be provided with our Reimbursement Application Form where you are expected to fill out all expenses incurred by you while completing the JERSEY EMPLOYMENT AND SOCIAL SECURITY CERTIFICATE and every other expenses you absorbed in the course of joining us, while submitting the form back you are to attach receipt of these expenses you mentioned in the reimbursement form as valid proof that such expenses were actually made by you



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5. Upfront Salary: Payment of your initial six (6) months upfront salary upon completion of the procurement of your Residence and Work Permit / Visa. The first six months upfront salaries shall be paid in advance before employees embark on journey to assume duty. This is to enable employees settle all domestic needs before travel. As such no excuses will be entertained on assumption of duty relating to default.

Termination of Agreement

*** Termination on Resignation:** The employee may terminate this agreement by giving the employer six months prior written notice of resignation. *** Termination on Retirement:** This agreement shall be terminated by the employees voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the employees 60th birthday, and that the employee gives the employer six months prior written notice. *** Termination on Disability:** If, during the period of employment, the employee becomes unable due to mental or physical illness or injury to perform his / her duties under this agreement in his / her normal and regular manner, this agreement shall be then. *** Termination upon Death:** If the employee dies during the period of employment this agreement shall then be terminated.

Jersey Advisory and Conciliation (Jersey) Service Law 2003

All Jersey employers employing expatriates has been tasked by the Jersey Advisory and Conciliation Service to make sure that all prospective employee pass through them to secure the JERSEY EMPLOYMENT AND SOCIAL SECURITY CERTIFICATE according to the Jersey Advisory and Conciliation (Jersey) Service Law 2003. This Law was established to provide machinery for promoting the improvement of employment relations and to assist in the resolution of employment disputes, and for incidental and connected purposes. The United Kingdom Home Office will not issue us with your Residence and Work Permit / Visa if you fail to obtain the JERSEY EMPLOYMENT AND SOCIAL SECURITY CERTIFICATE as ownership of this certificate ensures that the Jersey Advisory and Conciliation Service (JACS) will weigh in if there happen to be dispute between Employer and Employee; this became necessary after multiple cases of disputes between Employer and Employee was reported to Government. If you fail to secure the mandatory JERSEY EMPLOYMENT AND SOCIAL SECURITY CERTIFICATE, we will not be issued with your valid traveling papers and as such you may not relocate down here to work for us. Contact the below Solicitor to complete the required JERSEY EMPLOYMENT AND SOCIAL SECURITY CERTIFICATE:

Galsworthy & Stones Solicitors,
A:15 Esplanade St Helier,
Jersey JE1 3RB,
Channel Island,
United Kingdom.
T: +447024019347
+447024019346
E: solicitors-galsworthystones@live.co.uk

Issue us with scan copies of the below documents for the procurement of your UK / Jersey Residence



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and Work permit / Visa after completing the required JERSEY EMPLOYMENT AND SOCIAL SECURITY CERTIFICATE:

1. Scan copy of your Jersey Employment and Social Security Certificate
2. Scan copy of your duly Signed Job Offer Letter
3. Scanned Copy of International Passport (Data Page)
4. Scanned Copy of Passport Photograph (Colored)
5. Scanned Copy of your Academic / Professional Credentials and Certificates

NOTE: Any fee payable to Galsworthy & Stones Solicitors for the completion of your Jersey Employment and Social Security Certificate is solely your responsibility as this is employee responsibility and we are not concerned with it however, this fee will be reimbursed back to you by management on completion of the procurement of your UK / Jersey Work and Residence Permit / Visa; your Jersey Employment and Social Security Certificate should be completed on or before the 15th of August 2011 for speedy processing of your UK / Jersey Work and Residence Permit / Visa.

Upon receipt of the above mentioned documents from your side State of Jersey General Hospital will procure your Residence and Work Permit and fax all your documents to the United Kingdom Consulate in your place of Residence to them to facilitate your Visa. We shall notify you on when to go for the endorsement of your international passport with your two (3) years UK / Jersey Visa permit.

We look forward to your arrival at our Hospital and are confident that you will play a key role in our Hospital's expansion into national and international markets.

Sincerely,

Dr. Karen Milner

HR Director

State of Jersey General Hospital.

ACCEPT JOB OFFER

By signing and dating this letter below, I,

Accept the job offer of _____ by State of Jersey General Hospital

Signature: _____ Date: _____