

Information and Regulations for

NON-THAI Staff Members

2. Making/Renewing Work Contracts

- 2.1 The Unit drafts a work contract for the new member. This contract has to be read by both the head of the department or division and the new member, and then signed by both parties besides a representative from the Unit. Note that the contract should specify important information about the position including responsibility, workload and job benefits.
- 2.2 Sixty days before termination of the work contract, the Unit will issue a letter to the department or division head in regard to consideration of renewing the contract.
- 2.3 In case of no renewal, tenure of the member terminates on the following day after the last day of working specified in the contract.
- 2.4 In case of renewal, the head shall make a request in writing to the Unit. The request must specify the contract duration of any period but not exceeding 2 years.