

Rwanda

## Ministerial Order determining Core Elements of a Written Employment Contract

Ministerial Order 7-MO19 of 2020

Legislation as at 19 March 2020

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## Ministerial Order determining Core Elements of a Written Employment Contract

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# Ministerial Order determining Core Elements of a Written Employment Contract

## Ministerial Order 7-MO19 of 2020

Published in Official Gazette special on 19 March 2020

**Assented to on 17 March 2020**

**Commenced on 19 March 2020**

*[This is the version of this document from 19 March 2020.]*

### **The Minister of Public Service and Labour;**

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 121, 122 and 176;

Pursuant to Law n° 66/2018 of 30/08/2018 regulating labour in Rwanda, especially in Article 11;

Having reviewed Ministerial Order n° 05 of 13/07/2010 determining the major contents and modalities for a written contract;

After consideration and approval by the Cabinet, in its meeting of 28/01/2020;

### **ORDERS:**

### **Article One – Purpose of this Order**

This Order determines core elements of a written employment contract.

### **Article 2 – Core elements of a written employment contract**

A written employment contract must contain the following core elements:

- 1° identification of the employee and employer;
- 2° purpose of the contract;
- 3° obligations of contracting parties;
- 4° duration of the contract;
- 5° nature of the employment;
- 6° category or level of employment;
- 7° place of work;
- 8° probation period;
- 9° working hours;
- 10° salary and fringe benefits for an employee;
- 11° deductions on salary of an employee;
- 12° date and place of payment of the salary;
- 13° overtime remuneration;

- 14° procedure of transfer of an employee;
- 15° dispute settlement procedure;
- 16° procedures for termination of the employment contract;
- 17° date of commencement of the employment contract.

An employment contract may include other clauses favourable to the contracting parties.

### **Article 3 – Additional core elements to employment contract of an employee working abroad**

In case an employee is required to work abroad, the employment contract must indicate the following other core elements:

- 1° the period the employee is required to serve abroad;
- 2° the currency in which remuneration is to be paid during that period;
- 3° all terms relating to the employee's repatriation;
- 4° place and procedure for payment of employee's social security contributions.

### **Article 4 – Language of drafting employment contract**

An employment contract is drafted in any language among the official languages.

An employment contract is drafted in a language that an employee and an employer understand. If the employee and the employer do not understand the same language, an employment contract is drafted in two (2) languages, one that the employee understands and another that the employer understands.

### **Article 5 – Repealing provision**

Ministerial Order n° 05 of 13/07/2010 determining the major contents and modalities for a written contract and all prior provisions contrary to this Order are repealed.

### **Article 6 – Commencement**

This Order comes into force on the date of its publication in the Official *Gazette* of the Republic of Rwanda.