



# Working conditions at Children's International School



## General regulations

All hiring takes place through a written contract from the first month the employee is at work, with a trial period of six months.

The work agreement consists of a contract, appendix and work descriptions.

Pay is received from the schools account the 15th of every month in backpayments. In cases of overtime, absence or sick leave, papers need to be handed in by the 5th of the month .

Dismissal from a position is done in writing according to the working Environment Act.

All permanently employed staff have three month's notice. Employees on probation have 14 days notice.

A 30 minute lunch break is paid, paid lunch break means that you can be interrupted from students, parents or from other employees. You may have to work part of your lunch break if the situation requires it. Employees are entitled to a break if their workday exceeds 5,5 hours a day. This break can not be taken at the very beginning or very end of the workday.

Work considered as overtime:

100 % for Saturday and Sunday

50 % for regular overtime on a weekday that exceeds 9 hours.

Overtime is to be registered and gathered and will be paid either the 15th of December or the 15th of Juli. Overtime can also be taken out as single work hours. All overtime is to be confirmed by the Head of School. Overtime hours to be paid which requires no planning and afterwork will be paid accordingly to the employees salary per year divided by 1950.

The employee will receive 12 % vacation money, paid out on the 15. of June every year.

## Absence

In case of an illness or other unforeseen absence, the Head of School or administrator are to be notified as soon as possible. Employees are also obliged to inform when they will be starting work again.

The employee has the option of calling in sick (egenmelding) four times, with a duration of up to three days each time, within the last twelve months. There has to be more than 16 days between to sick notes, or else a doctors note for the whole period is necessary. Employees have an obligation to personally hand in their sicknote (egenmelding) first day at work after the period of absence. A sicknote covers days, not hours. Absence that exceeds the three days has to be documented through a doctors note (sykemelding). A sicknote can not be used as an extension of a doctors note. Your right to get pay is not valid in the case that your absence can not be documented in a satisfactory manner. Employees can not use sicknotes (egenmelding) during the first two months of their employment nor can they use a doctors note (sykemeldning) during their first month of their employment. In cases of sick leave over longer periods of time the employer will pay salary for 16 work days at a time. A doctors note is only valid from the day the employee visits the doctor, and must be given to the school within 14 days for the employee to be given salary for these days.

All visits to the dentist, doctor, physiotherapist, other specialist, or public offices is to take place outside of work hours unless special circumstances makes this impossible. Absence of this kind is to be agreed upon in writing with the Head of School or administrator, and a written application must be given to the Head of School at least three days in advance.

Employees are to be at the workplace some minutes before the beginning of his / her class. No one is to leave the workplace during work hours without permission from the Head of School. (During paid breaks employ-

ees are not allowed to leave the work area.)

Teachers that are planning to be away find other teachers to substitute for them. The teacher fills out the substitute form and give it with additional material to the substituting teacher. The Head of School organizes the substitutes from outside school.

All requests related to time off is to be cleared with the Head of School or administrator, and has to be handed in as early as possible in writing to the Head of School at least 3 days in advance. Time off, vacations, and ordering of tickets should not take place before employees have clarified this with the Head of School.

### Payment and seniority

In positions where there are no special demands for education, seniority is given for work in all kinds of private sector and public service. In all cases work and seniority must be documented.

In positions with demands for teacher education all work considered relevant for the position counts towards seniority.

There is no retroactive pay for documentation related to seniority. Payment according to seniority is active from the day documentation of said seniority is handed in.

These principals also work for part time employees, substitutes etc.

### Pension and Insurances

All employees are insured through «NHO Forsikring». The insurances covers at work:

- Disability with a payment from 22G to 30G
- Death benefit with a payment up to 15,5G
- Spouse supplement by death with a payment up to 15G
- Children supplement by death with a payment up to 6,5G
- Compensation for permanent injury with a payment up to 4,5G
- All employees are insured travelling to and from work

In addition to the obligatory insurances CIS have insurance policies through "NHO forsikring" that covers the following: (In norwegian called "Gruppelivsforsikring")

- Leisure accident, same payments as the insurance that covers work accidents
- Disability due to illness, payments up to 4,5G
- Death due to illness, payment set to 15G

All employees working more than 20% also have private pension plan with «Storebrand» and is also a part of CIS private pension saving of 5% of the yearly gross salary. This pension is paid as salary every June and December. Its up to the employee to decide how administer this pension. These conditions must be met: Being employed in a position of 20% or more, being at least 20 years old and having a contract for 1 year or more.

These are the terms for the Storebrand pension saving plan:

- 2% of your income in a pension saving fund, you can choose the level of risk yourself
- Deposit exemption in case of long term illness
- Disability pension
- Child pension

### Dresscode

Everybody is to leave outdoor shoes in the wardrobe upon entering the school. Indoor shoes are to be used inside the building. Employees are to dress decent, i.e. clothing covering shoulders, chest and stomach area. No jeans. Male teachers wears a shirt.

## Work schedules

The Head of School makes the schedules for all grade levels and classes. All employees have a specified work hour appendix in the contract. All employees are obliged to and responsible for following through with all plans and classes with the students that are related to the curriculum. Any decisions made during personell meetings are to be followed upon in a loyal manner. All teachers are obliged to have inspection in the students recess period.

## Professional secrecy

Employees are not to criticize administration-staff, coordinators or other colleagues work or behavior in the school, in public. All employees are vowed to professional secrecy in relation to the kids, their family relations, leaders, and employees in the school. This professional secrecy also covers issues under discussion between personell and other potential problems and issues within the school and between employees. This is to be resolved as an internal affair. All employees are to behave professionally to parents and students. Your own personal feelings, frustrations and / or problems are not to be expressed to parents or students.

## Social responsibility

All employees have a social responsibility on top of their professional responsibilities. It is expected that all employees contribute to the establishment of good atmosphere, politeness, mutual respect, communication and cooperation. If a professional or social conflict is to occur there should be an effort made to solve these issues between the involved parties as soon as possible. If necessary the problems are to be discussed with the coordinator or the Head of School. As mentioned before, all employees are under professional secrecy and internal problems and conflicts are not to be discussed with persons outside the school.

## Lunch

All employees in the school have the option to eat lunch in the school with the children. Employees who does not give management notice will have a deduction of 20 kroner a day for food. This ads up to 433,- kroner a month (app. 21,67 working days a month). As an alternative employees can bring their own lunch.

## Regulations

All employees are obliged to follow the school's regulations and instructions. All employees are to be on time for the class they are appointed.

Employees are not to accept other payed work or engage in business and/or leisure activity that would affect the employees work performance within Children's International School.

Employees are to use the employee wardrobe for all of their clothing, including boots and shoes. At the beginning of the day, employees are to go directly to the wardrobe to change into indoor shoes and leave outdoor garments. Employee clothing are never to be in the students wardrobe or inside the individual classrooms.

## Opening hours

The School is open from 07.30 til 17.00 all schooldays according to the schools holiday-plan (Skolerute).

The older students (PYP5 – MYP4) are allowed to remain at school in the Library or outside to do homework or group work untill 16.30.

Students from PYP1 to PYP4 must attend the after school programme (MFO) if they want to stay at school after 14.30.

## Cooperaton between personell

Meetings are a necessity to secure good cooperation between personell and a good pedagogical environment.

Because of this it is required to have:

Time for collaborative planning

Coordinators meeting every week

Staff meetings

Appraisal interview once a year

Planning days throughout the year

The Head of School is responsible for the planning days and the appraisal interviews.

The coordinators are responsible for arranging coordinator-meetings, staff meetings (PYP and MYP separately) grade level meetings, curriculum meetings and evaluations.

All classroom teachers are responsible for attending two parent meeting each year and two arrange two contact meetings with the individual set of student's parents every year.

### Compassionate leave/ Leave of absence

Compassionate leave is given with pay except in those cases where it has been especially noted that the leave is without pay .

Compassionate leave with pay can only be given for a total of 10 workdays each year. If leave is approved for more then 10 days, these days are to be without pay.

In this case pay means set wage scale and additions.

### Illness

The working environment act chapter 12 section 12-9 states that all employees have a right for leave of absence when child or child's daytime caretaker is sick until the year the child is the age of 12. The employee must have been employed for more that 4 weeks to be entitled to this. If the employee has 3 or more children the maximum amount of days absence is 15. If the child or the child's daytime caretaker is sick more than 3 days, a doctors note is required.

Section 12-10 gives the right to take a leave of absence to take care for next of kin.

### Death

In cases of death within the close family (spouse /partner, parents, grandparents or children) compassionate leave is given for 2 days with pay.

### Children starting kindergarden

For the adaption process of children starting kindergarden or other daytime caretaker a two day compassionate leave with pay is available. These two days must be taken continuously.

### Children starting school

For the adaption process of children starting 1st. grade employees are given a 1 day compassionate leave with pay. This is under the condition that no other parent or guardian can participate instead of the employee.

### Marriage

A one day compassionate leave is given to employees in connection with his or her wedding. This is only in those cases that the day following the wedding day itself is a work day. In connection with employees own wedding compassionate leave can also be given for a full week without pay.

### Exams

A compassionate leave is given for the day of the exam and for two study days. These days are with pay as long as the last two days before the exam are work days, and the exam is relevant for the work in the school. For exams not related to work in the school the same compassionate leave is available, but without pay.

### Educational leave of absence



The working environment act chapter 12 gives the right to a leave of absence as long as some given criteria are met. This kind of leave of absence is given without pay.

Compassionate leave related to education as a part of the employee getting qualified for a position demanding higher education is to be agreed upon with management according to the needs within the school. In such cases a leave of absence without pay can be agreed upon, potentially with some economical compensation. This economical compensation can i.e be related to needed school supplies, college fees etc.

### General compassionate leave without pay

Employees can apply for leave of absence without pay related to the following events:

traveling to home country related to special events such as weddings, funerals etc.

To stay at home with children during the cash benefit period (kontantstøtte perioden)

during pregnancy, birth, and father's compassionate leave related to the child's first year of life.

The salary scale from 01.05.2015:

		0 år	2 år	4 år	6 år	8 år	10 år	16 år
Stillingsgrupper		Lønn	Ans. tillegg	Ans. tillegg	Ans. tillegg	Ans. tillegg	Ans. tillegg	Ans. tillegg
Lærer		373700	2,01%	2,01%	1,34%	2,27%	3,88%	10,65%
	Tillegg for ans.		7500	5000	8500	14500	39800	39800
	Årslønn		381200	388700	393700	402200	416700	456500
Adjunkt		415800	2,02%	2%	1,35%	2,19%	1,47%	8,08%
	Tillegg for ans.		8400	8300	5600	9100	6100	33600
	Årslønn		424000	432500	438100	447200	453300	487000
Adjunkt (m/tillegsutd.)		446200	2,02%	99%	92%	2,2%	3,5%	8,09%
	Tillegg for ans.		9000	4400	4100	9800	15800	36100
	Årslønn		455200	459600	463700	473500	489100	525200
Lektor		468800	2,01%	1,11%	1%	1,02%	5,46%	10,3%
	Tillegg for ans.		9400	5200	4700	4800	25800	48300
	Årslønn		478200	483400	488100	492900	518500	566800
Lektor (m/tillegsutd.)		484200	2%	1,12%	0,95%	1,55%	4,89%	11,79%
	Tillegg for ans.		9700	5400	4800	7500	23700	57100
	Årslønn		493900	499300	503900	511400	535100	592200