

COMPENSATION PACKAGE

The compensation package includes various provisions and benefits. The rationale for these provisions and benefits reflect the desire of the School to attract and retain appropriate staff.

BENEFIT/ PROVISION	C.O.S REFERENCE	LOCALLY HIRED LFs	OVERSEAS HIRED LFs	RATIONALE/ COMMENTS
<u>TRAVEL ALLOWANCES</u>				
a) Air Tickets	8.4	N/A	<p>\$800 towards Airfares at the beginning & end of contract</p> <p>\$800 towards Airfares at the beginning & end of extension of a 2 year contract</p> <p>\$1,600 towards Airfares between the 2nd and 3rd year of a 3 year contract.</p>	To assist with transportation of employees to / from the School from / to their home of record.
b) Freight Provisions	8.5	N/A	<p>Initial arrival: Employee: 1.0m3 up to maximum of \$400</p> <p>Departure Employee: 1.0m3 up to maximum of \$400</p>	
<u>ACCOMMODATION</u>				
Accommodation allowance			<p>Maximum rent per month; \$450 for a single teacher.</p> <p>\$500 for a teacher with dependants.</p> <p>\$600 for a teaching couple</p>	<p>To provide funds for accommodation for those employees hired from overseas to work in Cambodia.</p> <p>In the event that teachers find suitable accommodation for less than the maximum rent they are eligible for they will receive the difference monthly.</p>
<u>LIVING ALLOWANCE</u>		<p>\$200 per month after one year.</p> <p>\$400 per month after two years. *</p>		*To provide funds for living expenses for those employees hired locally whose contracts are being extended after the completion of one/two years full time employment at iCAN.
<u>SETTLING IN ALLOWANCE</u>	8.6		\$200 at the beginning of a contract.	To provide funds to support settling in period for those employees hired from overseas to work in Cambodia.
BENEFIT/	C.O.S	LOCALLY	OVERSEAS HIRED LFs	RATIONALE/

<i>PROVISION</i>	<i>REFERENCE</i>	<i>HIRED LFs</i>		<i>COMMENTS</i>
<u>RESPONSIBILITY ALLOWANCES</u>	5.4	Yes (if applicable)	Yes (if applicable)	Senior management posts.
<u>VISAS</u>	8.2	Yes- where this is not provided from another source.	Yes	To assist in fulfilling legal requirements in Cambodia
<u>EVACUATION PROVISIONS</u>	2.6	Yes- where this is not provided from another source.	Yes	To provide sufficient reserves so that in the event of an emergency, employees could be repatriated to a place of safe haven.
<u>MEDICAL INSURANCE PROVISIONS</u>	8.1	INTERGLOBAL	INTERGLOBAL	To provide for employees in the event of ill-health or sickness including medical evacuation cover.
<u>EDUCATION DEPENDANTS</u> Full Provision	8.9	Yes (after 2 years)	Yes	To provide for the education of up to two employee's children at iCAN School. See section for details.
<u>IN-SERVICE / STAFF PROFESSIONAL DEVELOPMENT</u>	8.10	Yes	Yes	To provide a program of in-service and the means to actively encourage staff development
<u>COMPASSIONATE BENEFITS</u> Paid Leave	3.2	Yes	Yes	To provide compassionate assistance in the event of need
<u>SALARY ADVANCES & EMERGENCY LOANS</u>	7.0	Yes	Yes	Up to one month's salary available
<u>OUTSIDE EMPLOYMENT ALLOWABLE</u>	4.2 / 4.3	Yes – provided no conflict of interest	Yes – provided no conflict of interest	To allow staff to undertake outside opportunities
<u>PAID LEAVE ENTITLEMENTS</u>				
a) Sick Leave	3.1	Yes	Yes	Up to 15 days
b) Compassionate leave	3.2	Yes	Yes	Up to 10 days
c) Maternity Leave	3.3.1	Yes	Yes	Up to 90 days on half pay after 1 years employment at School
d) Paternity Leave	3.3.2	Unpaid	Unpaid	Up to 2 weeks unpaid leave after 1 years employment at School
e) Adoption Leave	3.3.3	Unpaid	Unpaid	Up to 2 weeks unpaid leave after 1 years employment at School
f) Extended Disability Leave	3.4	Yes	Yes	In accordance with Cambodian Law Up to 2 days paid.
g) Personal Leave	3.5	Yes	Yes	At Director and Principals discretion
h) Special Leave	3.6	Yes	Yes	
<i>BENEFIT/ PROVISION</i>	<i>C.O.S REFERENCE</i>	<i>LOCALLY HIRED LFs</i>	<i>OVERSEAS HIRED LFs</i>	<i>RATIONALE/ COMMENTS</i>

<u>DOLLAR SALARIES</u>	Section 4	Yes	Yes	Salaries are quoted and paid in USD to provide against detrimental effects of devaluation of the local currency.
<u>GRATUITY</u>	8.3	When extending a two year contract the employee will be entitled to a gratuity equivalent to one month's salary. In the third year of a three year contract the employee will be entitled to a gratuity equivalent to one month's salary.	When extending a two year contract the employee will be entitled to a gratuity equivalent to one month's salary. In the third year of a three year contract the employee will be entitled to a gratuity equivalent to one month's salary.	This would also apply in the case of subsequent extensions to contracts. The gratuity is paid at the end of the extension and would be equivalent to the amount of the salary to be paid in the final month of the contract.
<u>BENEFITS COVERAGE FOR DEPENDANTS</u>				Dependants are only covered for the benefits listed where:
a) Accommodation Benefits	8.5	N/A	Yes	1. They are specifically mentioned (covered) in the employment contract or contract amendment
b) Visa	8.2	N/A	School will make arrangements at cost to teacher. Yes	2. (In the case of the locally hired employees), the benefit(s) listed are not provided from another source.
c) Evacuation Provisions	2.6	Yes		Dependants are defined in policy 2.4.
d) Medical Insurance	8.1	N/A	School will make arrangements at cost to teacher.	Change in status as defined in policy 2.5