

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 REFERENC E	LOCALLY HIRED LFs	OVERSEAS HIRED LFs	RATIONALE/ COMMENTS
TRAVEL ALLOWANCES				
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 and subsequent years.</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>	
ACCOMODATION ALLOWANCE			<p>Maximum rent per month;</p> <p>\$550 for a single employee.</p> <p>\$600 for an employee with dependents.</p> <p>\$700 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 employees find suitable accommodation for less than the maximum rent they are eligible for they will receive the difference monthly.</p>
LIVING ALLOWANCE		<p>\$200 per month in first year.</p> <p>\$400 per month after one year. *</p>		*To provide funds for living expenses for those employees hired locally and those whose contracts are being extended after the completion of one years full time employment at iCAN.
SETTLING IN ALLOWANCE	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.

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RESPONSIBILITY ALLOWANCES	5.4	Yes (if applicable)	Yes (if applicable)	Leadership posts Coordinator posts Higher Duty Opportunities (HDO's)
VISAS	8.2	Yes- where this is not provided from another source.	Yes	To assist in fulfilling legal requirements in Cambodia. Employees may be responsible for any additional costs incurred by this process as a result of their nationality status in relation to Cambodian immigration regulations at that time.
EVACUATION PROVISIONS	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.
MEDICAL INSURANCE PROVISIONS	8.1	Yes	Yes	To provide for employees in the event of ill-health or sickness including medical evacuation cover.
EDUCATION DEPENDANTS 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.
IN-SERVICE / STAFF PROFESSIONAL DEVELOPMENT	8.10	Yes	Yes	To provide a program of in-service and the means to actively encourage staff development
COMPASSIONATE BENEFITS Paid Leave	3.2	Yes	Yes	To provide compassionate assistance in the event of need
SALARY ADVANCES & EMERGENCY LOANS	7.0	Yes	Yes	Up to one month's salary available
OUTSIDE EMPLOYMENT ALLOWABLE	4.2 / 4.3	Yes – provided no conflict of interest	Yes – provided no conflict of interest	To allow staff to undertake outside opportunities
PAID LEAVE ENTITLEMENTS				
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
g) Personal Leave	3.5	Yes	Yes	Up to 2 days paid.
h) Special Leave	3.6	Yes	Yes	At Director and Principals discretion

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DOLLAR SALARIES	Section 4	Yes	Yes	Salaries are quoted and paid in USD to provide against the detrimental effects of devaluation of the local currency.
GRATUITY	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.
BENEFITS COVERAGE FOR DEPENDANTS				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 the employee.	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	Yes	Dependants are defined in policy 2.4. Change in status as defined in policy 2.5
d) Medical Insurance	8.1	N/A	School will make arrangements at cost to the employee.	