



The Gulf English School

Employees' Policy Manual



Reading this manual is a condition of your employment; you are responsible for knowing, understanding and practicing these policies.

New staff:

Please ensure that you read and fully understand GES policies prior to signing offer of employment.

Returning staff:

Please ensure that you read and fully understand GES policies on yearly basis.



GES Vision 'Our school seeks to provide a **learning** environment which is caring, motivating and supportive allowing **all cultures within the GES community** to achieve their personal best and **to become responsible global citizens.**'

GES Mission

- Promote academic, social, physical and personal growth in our students.
- Develop our students' learning skills which will be of lifelong value.
- Encourage positive risk taking in our students.
- Develop creative skills and critical awareness in our students.
- Encourage our students to become aware of and act upon their responsibilities, not only to themselves and their peers, but also to society in general.
- Foster within our students a healthy sense of self-esteem and self-awareness and encourage respect and compassion for others.
- Actively promote the preservation and protection of the natural world amongst all students.
- Create programmes, assessments and experiences that serve to unite the school and celebrate the distinctiveness of each campus community.

Definition of Internationalism

Internationalism at the GES encompasses global citizenship, conflict resolution, social justice, values & perception, sustainable development, human rights, interdependence and diversity.

GES believes in reflecting and celebrating the diverse backgrounds of its community (students, staff and local community) within a safe and secure environment. All members should be enriched and affirmed by this experience and be appropriate role models for others.

A member of the GES community:

- **Is knowledgeable of and curious about the wider world and seeks to broaden and deepen his/her understanding of this.**
- Reflects upon his/her role and responsibility as a global citizen.
- Is willing and able to communicate about culture, language and beliefs.
- Is prepared to take action and to be an effective contributor.
- Respects and celebrates diversity, language, culture and beliefs.
- Appreciates multiple perspectives, including environmental and economic systems and current global issues.

This is shown by:

- Partnership links with other organisations through (?)
- Twinned school, pen pal to start from (?)
- A service learning programme that shows respect for and commitment to our host country and the wider global community (?)



- International awareness throughout the curriculum, allowing for students to share and value each other's international experiences and mother tongue languages.
- International extension opportunities which include visits and exhibitions, learning opportunities and competitions, personal development and challenge, and higher education offers from a range of international universities.
- Community events which reflect and celebrate a variety of cultures i.e. culture fair, international week, celebration of the national days of school nationalities, WWW, Duke of Edinburgh Awards.

STAFFING PHILOSOPHY AND GOALS

The School will endeavour to employ a dynamic, effective, well-qualified and efficient staff to carry out a constantly improving educational programme.

The Board's specific personnel service goals are to:

1. Recruit, select, employ, and retain the best-qualified personnel available to staff the school;
2. Provide equal employment opportunities for all candidates for positions, in accordance with the Board's non-discrimination policy;
3. Develop the quality of human relationships conducive to high levels of staff performance and satisfaction;
4. Deploy available staff in such a way as to use them as effectively as possible to achieve the School's stated goals and objectives;
5. Develop and manage staff compensation, leave and benefit programmes in ways that attract and retain qualified employees;
6. Manage the development and updating of job descriptions by appropriate administrators;
7. Oversee an employee evaluation programme that contributes to the improvement of staff performance and individual professional development;
8. Effectively administer contracts, agreements, and personnel policies with the aim of safeguarding good relationships between the Administration and its staff.



EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Board of Trustees that all decisions about the hiring of faculty, work assignments, determination of salaries, benefits, and selection for training shall be taken without regard to race, colour, religion, national origin, sex, or disability. Academic credentials, experience, and suitability for the particular job will be the only basis for hiring practices.

POLICIES PERTAINING TO ALL STAFF MEMBERS

STAFF ETHICS

- GES staff members are expected to behave in a professional manner at all times.
- Teachers should not discuss any religious beliefs in or outside of classes.
- Teachers should not discuss any political beliefs in or outside of classes.
- Teachers should NOT teach any content that refers to any religion.
- Teachers should not discuss any Islamic beliefs unless part of the Islamic Studies curriculum as detailed by The Ministry of Education.
- Teachers should ensure that any content that may be deemed to be against Islamic beliefs is not referred to.
- The teacher teaches in a manner that respects the dignity and rights of all persons without prejudice to race, religious beliefs, colour, gender, physical characteristics, disability, family status, age, ancestry, place of origin, place of residence, socioeconomic background or linguistic background.
- The teacher treats students with dignity and respect and is considerate of their circumstances.
- The teacher may not divulge information about a student, received in confidence or in the course of professional duties, except as required by law or where, in the judgment of the teacher, to do so is in the best interest of the student.
- The teacher may not accept payment for tutoring a student in any subject.
- The teacher may not take advantage of their professional position to profit from the sale of goods or services to or for students in the teacher's charge.

STAFF RIGHTS AND RESPONSIBILITIES

The effectiveness of any educational programme is determined by the degree to which the teachers/support staff discern and minister to the needs, interests, and abilities of the students. The Board of Trustees considers the teacher the key personality contributing to the success of the students in the School. Only a mentally, physically, socially and emotionally healthy and mature individual can function with maximum effectiveness in the role of a primary educator.

As professionals, teachers/support staff should realise that there will be occasions, beyond the normal school day, when their services will be needed for various educational activities. They will be expected, therefore, to participate when called



upon in in-service activities such as curriculum improvement, as well as study programmes, school community projects, and extra-curricular activities. Since the Leadership Team is the recognised professional **leader** of the school, it is with them that teachers should discuss their organisational, administrative, and instructional problems before presenting them to the Board. Teachers/support staff should likewise encourage parents to discuss matters **with them** pertaining to the individual classroom situation prior to conferring with the Head/Leadership Team. It is the desire of the Board of Trustees that all matters be discussed and problems solved by those immediately concerned, and be taken to higher authority only when adequate satisfaction cannot be obtained otherwise.

Reports will be required only when necessary. All personnel have an obligation to keep complete and accurate records and to submit them promptly when requested.

Other staff rights and responsibilities include:

1. Right to grievances;
2. Academic freedom (within **the bounds** of **the** culture and laws of the country and with full respect to the Islamic Religion, please read 'GES Curriculum in Context' for further details).
3. Personal freedom (within **the bounds** of **the** culture and laws of the country and with full respect to the Islamic Religion).
4. Adherence to the profession's code of ethics.

STAFF CONFLICTS OF INTEREST

1. Personal Gain from School Position

- a. GES personnel may not use or attempt to use, in a manner contrary to the interests of the School, his or her position or **the School's** property or services, to gain or attempt to gain anything for his / her private benefit.
- b. GES personnel may not solicit or accept gifts in excess of \$50.00 or entertainment from suppliers of goods or services, or from persons associated with or seeking association with the School.
- c. GES personnel shall not use confidential information acquired in connection with School related activities for personal gain or for other unauthorised purposes.

2. Contracting and Leasing

- a. GES personnel may not enter, directly or indirectly, or under the cover of a 3rd party into any contract or lease with the School. **Any** GES personnel in a position to approve or influence, in his or her official capacity, the School's decision to enter into a contract or lease, should not approve such contract



unless the contract is deemed in the best interests of the School and disclosed in a 'relation party transaction' report.

b. If a member of GES personnel is not in a position to approve or influence the School's decision, the employee may enter into a contract or lease, provided the employee makes prior written disclosure of the nature and extent of any relationship to the appropriate administrator and obtains written approval. The Leadership Team shall approve an employee's interest in a lease or contract unless the Leadership Team determines that the employee's personal interest in the agreement will conflict, substantially and materially, with the employee's discharge of his or her School responsibilities.

c. A GES employee may not contract with another School to provide a service which is the same as or similar to the service that the employee provides as a GES employee. Such services may be provided only as a School employee in the course of School employment.

3. Outside Commitment

- a. GES employees may be permitted to engage in outside consulting activities and other outside activities, provided the employee meets his/her obligation to the School and complies with any applicable provisions of a collective bargaining agreement concerning outside employment.
- b. An employee shall not accept any outside position that would impair the employee's ability to fulfil the employee's obligations to the school.
- c. An employee with teaching full-time rank shall not take on a teaching assignment in another educational institution during the academic year except after obtaining written approval of the appropriate administrator.
- d. An employee shall not engage in outside employment or activities, which could be viewed as impairing the employee's judgment in the performance of School duties and responsibilities.

4. Use of School Name and Resources

- a. An employee shall not use the official title of the School or any of its parts, in whatever form that the title may appear, except in connection with legitimate School purposes.
- b. The School's name, facilities, equipment, stationary, supplies, personnel and other resources are to be used only for the furtherance of the School's mission. An employee shall not make unauthorised use of any School resources, including the services of School employees, for the personal benefit of the employee.



5. Nepotism

a. Under extraneous circumstances, close relatives may be employed in the same departments of the School with the approval of the management and providing that that person will not be evaluating the relative. For purposes of this policy, the term 'close relative' shall include significant others in the household, spouse, **offspring**, in-laws, and cousins.

b. GES personnel shall not participate in institutional decisions involving a direct benefit to a close relative. Such decisions include, but shall not be limited to, academic business, initial appointment, retention, promotion, tenure, salary and leave of absence.

c. An employee may not give preferential or favoured treatment in the supervision or management of another School employee who is a close relative.

d. The School reserves the right to reassign an employee and/or his/her duties if deemed necessary to be a prudent business or management practice.

e. GES personnel shall not participate in institutional academic and business decisions involving a direct benefit to a close relative. Alternative arrangements for academic and business decisions must be made for close relatives. Academic decisions include, but are not limited to, acceptance to an academic programme and recommendation for awards or employment.

STEALING AND/OR FALSIFICATION OF SCHOOL DOCUMENTS

Any form of stealing school property provides immediate grounds for termination of employment. Falsification of school documents of any kind also provides immediate grounds for termination of employment

STAFF WORK VISAS AND WORK PERMITS

The School will provide visas and work permits for overseas staff. By law, it is illegal for a foreigner holding a work permit to work for another establishment.

STAFF HOUSING AND STUDENTS

Students are not allowed in or around teachers' apartments, unless prior approval is obtained from the Leadership Team.



PERSONNEL RECORDS

Personnel files are confidential records. These files are open for inspection only for official use by the Leadership Team. Personnel records will not be made available to anyone outside the School, and will not be sent to other schools or organisations, except by the written request and permission of the employee or by legal subpoena.

The employee will have full access to his or her own records during regular business hours, with the exception of pre-employment references and other confidential papers intended for pre-employment evaluation. The employee will be allowed to verify the contents of his or her own employment and in-service evaluation records. If any question of accuracy arises that cannot be resolved by simple correction, the employee may ask **the** Leadership Team to review the matter.

The School will keep personnel files of former employees for as long as the Administration considers it prudent and necessary.

STAFF INVOLVEMENT IN DECISION-MAKING

It is the policy of the Administration to encourage employee's participation in decision-making for the School. Such participation shall include, as appropriate, involvement in:

1. Departmental/year group budgets;
2. Policy development;
3. Curriculum planning;
4. Facilities planning.

COMMUNITY INVOLVEMENT

School personnel are encouraged to participate in community activities, so long as they do not accept community responsibilities, which interfere with their regular school **related** work.

POLITICAL ACTIVITIES

School personnel have the right to participate as individuals in political activities appropriate to their individual beliefs. They have a responsibility, however, to ensure that the School is in no way associated with endorsement of their personal political activity.

SMOKING and ALCOHOL

In the presence of students, there is to be no smoking or use of alcohol on or off campus.

EMPLOYEE DRESS CODE

All GES teachers and administrators must be dressed in a professional manner. When attending some social functions throughout the school year, teachers are expected to dress **in a smart casual manner.**



We are expected to be professionally dressed with respect for the culture in which we live and work (this also includes personal hygiene). Shoulders, cleavage and knees should be covered at all times and underwear should never be visible.

1. No white trousers, dresses, or skirts will be allowed.
2. Leggings and plain T shirts will also not be allowed.
3. Any other stretch, knit or T-shirt type fabric should be worn in a loose-fitting manner.

Men are expected to wear dress shoes, socks, smart trousers/dress pants, collared dress shirt (long or short sleeve). Men are required to wear a tie.

The following items of clothing are not acceptable at any time: jeans or denim, stretch pants/trousers, tight trousers, body hugging shirts/tops, t-shirts or flip-flops (any made of rubber - Havaianas, Texas, Crocs, etc.). If you are deemed inappropriately dressed, you will be told to go home and change.

DRUGS

The use of drugs, as identified by the Qatari government, is prohibited and will lead to termination of employment.

COMPUTER USE POLICY

Electronic communication systems include computer networks, electronic mail and access to the Internet, voice mail, fax machines, and photocopiers. Electronic communication systems are GES' property and their purpose is to facilitate GES business. Employees should not assume electronic communications are totally private. Communications transmitted or stored in these systems are the property of GES, and GES, in its sole discretion, reserves the right to monitor, access, retrieve, read, disclose, and/or delete any material on its electronic communications systems, to ensure that the systems are not being misused and that business is being conducted properly. GES may exercise this right, despite the use of passwords or other security measures.

Appropriate Usage

Electronic communications, including access to the Internet, should be used for job-related purposes. Occasional or incidental personal use is permissible so long as, in GES' opinion:

1. It does not consume more than an insignificant amount of GES resources and employee time.
2. It does not interfere with the employee's responsibilities and productivity.
3. It does not pre-empt, interfere or conflict with any business-related activity.



4. It does not pre-empt, interfere or conflict with existing employee standards of conduct or other policies set forth in this manual. Because personal use of the Internet affects the speed and effectiveness of GES' computer systems, employees are specifically counselled to access the Internet for job-related purposes only.

Electronic communications should never be used for inappropriate purposes. Since electronic communications can be copied, forwarded, saved, intercepted and archived, employees should be careful about the words they use and the documents they transmit, as well as the Internet sites they access. Electronic communications are subject to GES' Policy Against Harassment. Anything that would be inappropriate to send in a non-electronic communication (i.e. by memo or letter) is similarly inappropriate if sent electronically (i.e. by e-mail or telephone).

User Accountability

To prevent unauthorised parties from obtaining access to electronic communications, employees should choose passwords that are difficult to guess (not a personal detail or reflection of work activities), and these should be changed regularly. Employees should not reveal their individual passwords to anyone.

SEXUAL HARASSMENT

It is against school policy for any employee, male or female, to sexually harass another employee by making unwelcome sexual advances, requests for sexual favours, or by exhibiting sexually offensive behaviour at any time. No one at GES is permitted to require an employee to consent to sexual advances as a condition for continued employment or promotion. Any type of discriminatory harassment of one employee against another is in violation of School policy and the employee responsible will be subject to disciplinary action.

Any employee who believes that he or she is or has been the subject of sexual harassment should report the incident immediately to his/her supervisor. All information will be held in strictest confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

A written statement of any alleged incident of sexual harassment should be promptly submitted to the Leadership Team, who will investigate the allegation. Any employee who, as a result of the investigation of a complaint, is found by GES to have sexually harassed another employee, will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

EMPLOYEE COMPLAINTS AND GRIEVANCES



Any job-related concerns or questions should be discussed with the employee's immediate supervisor/manager or Head of School. If such a meeting fails to resolve the issue, then a further meeting should be scheduled with the Managing Director's Advisor.

An employee has the opportunity to voice a concern, and for the concern to be reviewed. There will be no negative repercussions for any employee who voices his or her concern.

CHILD ABUSE

Teachers should watch for signs of physical abuse and should:

1. Alert the **Head of School, (Child Protection Officer)** documented in writing.
2. Maintain confidentiality at all times.

Verbal or physical abuse by staff will not be tolerated. Any reported incident will be investigated and may lead to termination.

CORRECTIVE AND DISCIPLINARY ACTION OF EMPLOYEES

All employees will be given the opportunity to correct deficiencies in their work performance. The notification and correction process is as follows:

1. The employee is made aware of the deficiency by his/her immediate supervisor.
2. The employee is given the opportunity to correct the deficiency on his/her own.
3. If the deficiency is not corrected, the immediate supervisor is to record in writing the deficiency. An action plan must then be devised, written and **put in place**; the supervisor and the employee must sign the action plan. This action plan is then placed in the employee's personnel file and is to be reviewed on a regular basis
4. Note: Keep in mind that the School reserves the right to terminate employment at any time when and if school policy is broken.

For full details on disciplinary actions please review the disciplinary policy and matrix (provided at the end of this manual).

TRAVEL AND EXPENSES

When a GES employee is sent away by the school on official school business, the following travel and expenses will be covered:

- Round trip airfare
- Hotel accommodation
- Meals
- Ground transportation

MAIL



The School's address can be used for in-coming mail (bank statements or credit cards), and personal mail. The school mailing address is: The Gulf English School, P.O. Box 2440, Doha, Qatar.

POLICIES PERTAINING TO TEACHING STAFF

TEACHING POSITIONS AND QUALIFICATIONS

Professional teaching positions include **Teachers and Teacher-Librarians**. The Leadership Team shall prepare, for Board review and approval, a guide for all professional positions in the School, and the duties assigned to each position. The Leadership Team may change and reassign duties, however, the creation of any new position(s) must have the approval of the Board.

FULL-TIME TEACHERS COMPENSATION AND CONTRACTS

Compensation of Teaching Staff is adjusted based on the number of degrees held, the number of years of teaching experience in a British system and / or international schools. All of these factors are applied in implementing the GES step scale.

Salary increments are tied to appraisals and performance.

The duration of the initial contract is two years. **Teachers on initial contracts are not entitled to any salary increments.**

Full time teachers, overseas hired and locally hired are obligated to carry a full-time teaching load **of 24 periods a week (lessons are 55 minutes)**. **They may be asked to cover classes in case of absence of other teachers.**

All teaching staff are expected to cover classes, invigilate examinations, and carry out other responsibilities such as break duties, form tutor roles etc. In cases where staff are asked to cover for a long period (longer than 2 weeks), GES administration will look into offering compensation (based on an hourly rate) to those staff members.

SUBSTITUTE /PART-TIME /TEACHER ASSISTANTS

Substitute teachers, part-time teachers, contractual teachers and teacher assistants are not eligible for benefits, and will receive pay for services only (per contract).

Part-time and contractual teachers' compensation/contracts are **pro-rated**, reflecting the actual workload involved.

Part-time teachers / contractual teachers do not receive any benefits.



POSTS OF RESPONSIBILITY TEACHING LOAD

The following posts of responsibility are given time allowance to carry out their responsibilities. Teaching load for each post:

- Deputy head: 5 periods a week in addition to assisting in cover
- Head of Sixth Form: 5 periods a week
- Assistant Deputy head: 7 periods a week in addition to assisting in cover
- Curriculum Coordinators: 17 periods a week in Primary and Secondary
- Head of Departments: 22 periods a week
- BTEC Co-ordinator: 22 periods a week
- AS/IB Co-ordinators: 20 periods a week
- Exams officer: 20 periods a week
- Learning Support Co-ordinator: 22 periods a week
- Whole school EAL Co-ordinator: 20 periods a week
- CPD Co-ordinator: 20 periods a week
- Learning Co-ordinators: there is no time allowance for this post
- Year Group Leaders: there is no time allowance for this post

TEACHERS PAYDAY SCHEDULE

Payday is the last day of the month.

TEACHING STAFF SALARY SCALE

Overseas staff:

Teachers are placed on the 'A' salary scale, which is 9 steps. Salaries are offered based on years of experience when joining GES. The starting step for teachers with one year of experience is step A1 which is 7896 QR, and the highest is A10, which is 13,200 QR. Teachers joining GES with **5+ years of experience** are placed on the **A5/A6** step on the salary scale. Teachers are placed on a 2-year contract when they first join GES with no salary increments.

After the initial 2-year contract, teachers will receive salary increments based on performance. Teachers who meet all standards will be raised one step on the salary scale; teachers who exceed standards will receive 50 QR for each standard as an additional allowance, paid from September until June. The allowance will not be included in final gratuity or in holiday pay.

Teachers who reach the highest step on the A salary scale, will be placed on the 'Advanced Skills' scale **and will be given** added responsibilities.

Arabic and Islamic studies teachers (local hires)

Arabic and Islamic Studies teachers are placed on the B scale, based on their qualifications and years of experience.

Arabic and Islamic Studies teachers **under** GES sponsorship are offered a housing allowance of 2500 QR and annual flight tickets.



TEACHER RECRUITMENT & SELECTION

The Leadership Team is responsible for employing individuals to fill teaching and support staff positions. The Leadership Team shall establish recruitment and selection procedures to employ an outstanding teaching and support staff **in order** to carry out the programme of instruction.

The hiring of husbands, wives or other relatives of staff members shall not be precluded. However, situations in which one staff member directly supervises a relative are to be avoided.

SAFE RECRUITMENT

GES is committed to providing safe recruitment. All new teachers applying to join GES are required to provide the following:

- CRB/DBS/police clearance from EVERY country they have worked in.
- Two professional references confirming their suitability to work with children and confirming the following:
 - A police check was carried out prior to hiring them.
 - Their suitability to work with children.
 - There are no issues of concern or reports related to children's safety whilst in the candidate's care.
 - Abidance by and implementation of the GES child protection policy.
- Two character references.

TEACHER ORIENTATION

All Teaching Staff are expected to participate in the annual orientation, which **takes place** at the beginning of **each** academic year.

TEACHER ASSIGNMENTS AND PROMOTIONS

The Leadership Team will determine Teaching Staff assignments.

Promotions: when a post of responsibility becomes available, the Leadership Team will advertise internally and accept applications. GES will always allow current staff the opportunity to apply and interview for posts of **responsibility**.

TEACHER EVALUATION

(Annual Review/Performance Appraisal)

Board policy states that the appraisal (evaluation) system shall be constructive, continuous and an integral part of a professional cycle, which integrates the overall philosophy and aims of the School and is in agreement with professional objectives.

TEACHER EMPLOYMENT CONDITIONS

Teachers should have a minimum **of a** Bachelor's Degree in a related field of study, from an accredited university. The school shall reserve the right to evaluate, and



accept or reject the equivalency and accreditation of any degree or certificate obtained.

TEACHERS VACATIONS AND HOLIDAYS

As **per the yearly** school calendar.

SICK DAYS

Fourteen (14) sick /medical days fully paid and 30 days ½ paid per school year will be granted to each employee. Medical leave should be supported by a medical note from a hospital or medical centre in Qatar.

Staff are entitled to sick/medical leave after the completion of 3 months of probation period. Any sick leave taken during the first 3 months of employment will be considered as unpaid leave.

Medical leave is when an employee is under the direct care/hospitalisation of a doctor for a critical medical condition that requires close supervision for an extended period of time. Sick days are when an employee requires 1 to 3 days of rest due to the common cold, flu, or some other minor medical condition. Staff are expected to submit a sick note/medical note for any medical/sick leave upon returning to work.

Teaching staff are expected to call in by 6:45 a.m. if they are sick. They must request in advance personal time off, and arrange for acceptable coverage. If a teacher does not call in 'sick', the time off will be considered as leave without pay, salary deduction will apply as follows: **(gross annual salary) divided by (total instructional days) multiplied by (number of leave without pay days).**

Sick days are only paid if supported by a valid sick note from Hamad hospital or local medical centres.

MEDICAL LEAVE

In the event of a serious illness or hospitalisation, the teaching staff member is entitled to medical leave. 14 days fully paid and 30 days ½ paid. After a month of absence, the school reserves the right to request a resignation. As per Qatari labour laws governing staff, the employer has the right to request the employee to see a doctor of the employer's choice in order to verify the medical report. Medical leave should be supported by a medical note from a hospital or medical centre here in Qatar.

PERSONAL DAY

Staff are entitled to **1 personal day**. This day is to be used for emergencies only i.e. sick child, sickness without medical note. The personal day cannot be pre-booked and cannot be used for travelling purposes.

MARRIAGE DAYS



Professional teaching staff members are entitled to three working days with full pay at time of marriage and these cannot be deferred. This time must be requested at least a month in advance, or the time will be **taken as unpaid leave.**

CAREER DEVELOPMENT

Professional Growth:

It is desired that all employees maintain their professional competence through in-service development. **GES** recognises the value of participation in professional / educational activities and workshops as equivalents to college or university classes. The school has allocated Tuesday afternoons for professional development. GES will pay up to **1800QR (\$500)** per teacher per academic year towards professional development opportunities. For teachers to be eligible for this financial support, the following conditions must be met:

- prior approval is obtained from the school Leadership Team;
- the programme/course/conference is directly related to what the teacher teaches or will teach at GES or related to the teacher's management responsibilities, and the school/teacher has identified the **need** to attend;
- the teacher has made a contractual commitment to return to GES for the following school year (and has signed an in-service agreement).

Teachers/staff members who attended any paid professional development courses outside/hosted by the school will be asked to sign an in-service agreement for The Gulf English School, according to the following criteria:

1. For any courses that cost 1800 QR, (the PD allowance fund is allocated per staff member) they will sign in-service agreement to return the following year or refund the amount to GES.
2. For courses that cost 0-1000 QR, (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for an additional academic year with The Gulf English School.
3. For courses that cost 1001-3000 QR, (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for two additional academic years with The Gulf English School.
4. For courses that cost 3001-5000 QR, (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for three additional academic years with The Gulf English School.

If a teacher/staff member decides to leave the school before the end of their in-service agreement, they will reimburse the school on pro-rata basis.

If a teacher/staff member is dismissed for any reason **NO** reimbursement will be required.

Please note that the above statement ties in with Article 3 of the school's contractual agreement.



All teaching staff are expected to attend the **EY EAL or the EAL In The Mainstream** the course provided by the school. It is compulsory that teachers attend the course during their first year of employment.

If teachers wish to receive a certificate upon completion of the course and keep the course materials, they will be required to sign an in-service agreement to return to school the following year.

Alternatively, teachers will receive the course materials for the course duration (9 weeks) and will return them upon completion, with no certificate provided, if they do not wish to sign the in-service agreement.

RECRUITMENT FAIR/CONFERENCE LEAVE

A **staff** member needing to attend a job fair will be given leave without pay for travel as recruitment fair leave during the second year **(or beyond)** of employment at GES.

LEAVES AND ABSENCES

Requests for a leave of absence will be considered, provided they do not seriously disrupt operations and are for an appropriate cause. A request for a leave of absence should be presented to the Business Manager. Leave of absence requests will be evaluated on a case-by-case **basis**.

It is important to note that unpaid leave before or after a weekend will result in losing pay for the weekend, unpaid leave before or after school holidays will result in losing holiday pay. Unpaid leave during the academic year reflects on summer pay for holidays (gross annual salary) divided by (total instructional days) multiplied by (number of leave without pay days).

MATERNITY LEAVE

50 days Maternity leave are granted from the delivery day. Maternity leave is paid upon returning to work. Maternity leave cannot be deferred. Any changes to the maternity leave, as stated above, need prior approval from the Administration.

BEREAVEMENT LEAVE

In the event of a loss of an immediate family member: spouse, brother, sister, mother, father, child, or grandparent, five working days (for **overseas hired staff**) and 3 working days (**for locally hired staff**) of leave will be granted. Employees should fill in the leave application and attach a copy of the death certificate to support their bereavement leave

COMPASSIONATE LEAVE

Employees may be granted unpaid compassionate leave for a period of time. This will be handled on a case-by-case basis. All compassionate leave **is** unpaid.

TEACHER ARRANGEMENTS FOR SUBSTITUTES

(Other than full-time GES teachers)



Qualifications for short-term substitutes include a bachelor's degree in a related field of study.

Qualifications for long-term substitutes are the same as those for the regular teaching staff. A long-term substitute teacher is one who replaces the regular teacher for more than 5 consecutive days.

TEACHERS BENEFITS

CHILDREN EDUCATIONAL ASSISTANCE

- Overseas hired teaching couples (both are working at GES) are offered placement at GES for their children as detailed below:
 - Free placement for up to 2 children.
 - 50% fee reduction for the third child.
 - Full fees to be paid by parents for any other children.
- Overseas hired teachers (where one parent is working at GES) are offered placement at GES for their children as detailed below:
 - Free placement for up to 1 child.
 - 50% fee reduction for the second child.
 - Full fees to be paid by parents for any other children.
- Local/overseas hired staff (and non-teaching staff) are entitled to a 25% discount on school fees for up to two children.

MEDICAL BENEFITS

Medical benefits are provided for all staff sponsored by the school. Local medical coverage is the medical coverage provided by GES.

Medical coverage

The school provides local medical coverage in Qatar. Staff will be issued a health card once their residency is issued. The school covers the cost of issuing/renewing the medical card. If staff need to see a doctor before the medical card is issued, they can visit any of the private hospitals/clinics. All costs incurred will be covered by the school.

The school may assist or fully cover private medical fees in cases where the service is not available via HMC (due to waiting lists or a need for specialty medicine). This will be considered on a case by case basis, and prior approval from GES management is requested.

Clinical departments in Hamad Medical Corporation:

- Critical care areas
- Emergency department
- Laboratories
- Intensive care unit
- Occupational therapy



- Paediatric
- Physiotherapy
- Radiology
- Respiratory Therapy
- Speech therapy
- Surgical services
- Women's hospital
- Dermatology and venereology
- Otorhinolaryngology, head and neck surgery
- Psychiatric department
- Oral surgery department

Local Medical coverage

- The local medical coverage covers all medical services necessary to maintain your health, but does not cover optional treatments such as elective cosmetic surgery.
- Hospital cover (inpatient services or treatment)
- Emergency cover
- Ambulance cover
- General treatment cover
- Dental treatment at any of the local medical clinics (associated with Hamad Medical Corporation).

Hospital Cover

- The medical coverage provided by the school covers any admission to Hamad Medical Corporation (any associate hospital: Al-Khor, Al-amal, and Rumilah hospitals). The hospitals offer the option of private rooms or suites with additional charges, the school does NOT cover these charges.
- Treatment provided by the hospital during a stay are all covered by the health coverage provided by the school.

School Trips

The school will provide insurance for staff travelling on school trips or attending any overseas professional development.

Dependant medical coverage

Once staff have obtained residency, they will be able to sponsor any dependents. Employees are responsible for obtaining health cards for their dependents (school may assist staff, however, the cost of medical cards should be paid by the employee.

Medicine:



- The cost of any medication prescribed by your doctors is not covered by the school and not part of the local medical coverage.
- There is a minimal charge of 10% for medications for chronic illnesses (repeat prescriptions). The charge is covered by employees.

HOUSING:

- Housing is provided for overseas hire.
- School accommodation is fully furnished including utilities (gas, water and electricity). The school sets-up phone lines in each of the flats.
- Staff are responsible for paying the telephone line rental (33 QR monthly) and Internet/TV packages.
- The school holds 5000 QR of the end of service benefits as a deposit for any damage to the accommodation. The amount is refunded before staff leave Qatar.
- Overseas hired staff who do not wish to be accommodated in the school accommodation are offered housing allowances of 2500 QR - 3000 QR per month.
- Single staff are entitled to one-bedroom accommodation.
- Teaching couples are entitled to two-bedroom accommodation.
- Families (teaching couples with two or more children) are entitled to three-bedroom accommodation.

SHIPPING ALLOWANCE

Overseas hired staff are entitled to a shipping allowance of 1200 QR when they join and the same amount when departing Doha. The allowance is paid upon arrival to Doha and once the shipping receipts are provided.

ANNUAL TICKETS

- Overseas hired staff are entitled to annual flight tickets. GES provides tickets for employees only and not for any dependents.
- When you join GES staff will be provided a one-way ticket from the city of Departure to Doha on Qatar Airways/other carrier if Qatar Airways does not fly from their city of departure.
- During their contract, staff are entitled to an annual return ticket on Qatar Airways (or any other carrier if Qatar Airways does not fly to the required destination) to the destination specified in their contract. Staff will be issued a voucher which is used at a specified travel agency used to book tickets. Staff may book tickets to their home destination or use the equivalent value of the ticket to travel anywhere else.
- The value of the ticket differs in peak season; hence the entitlement is the value of a ticket to the staff member's home destination (Qatar Airways or any other carrier) at the time of booking the flight.
- If staff wish to use their ticket at any other time (not during the summer holiday) they will be provided with the value of the ticket during the summer



holiday (i.e. the value of a ticket to Melbourne in July - 8,900 QR). Staff will be entitled to the same value at the time as they wish to book their ticket.

- If an employee resigns during probation period, they will be responsible for the cost of the flight ticket to leave Qatar.
- If an employee is dismissed during probation period, they are entitled to the ticket to leave Qatar.
- If an employee resigns during the initial contract of two years, after completion of one academic year, they will be entitled to a one-way ticket.
- If an employee resigns during their contract, the ticket entitlement will be calculated on pro-rata basis.
- GES does not provide encashment for the ticket entitlement.

GRATUITY

All staff are entitled to a gratuity of 21 days for each calendar year. The initial contract at GES is for two years. The gratuity is calculated according to the following: **21/365 X (days of employment).**

If an employee resigns during their initial contract, before the completion of a full calendar year, they will NOT be entitled to any gratuity/August pay.

If an employee leaves GES and returns for a one-year contract only, they will NOT be entitled to any gratuity.

CONTINUOUS PROFESSIONAL DEVELOPMENT is this repeated? See P.17

It is desired that all employees maintain their professional competence through in-service development. GES recognises the value of participation in professional/educational activities and workshops as equivalents to college or university classes.

The school has allocated Tuesday afternoons for professional development.

GES will pay up to **1800QR (\$500)** per teacher per academic year towards professional development opportunities. For teachers to be eligible for this financial support, the following conditions must be met:

- prior approval is obtained from the GES Leadership Team;
- the programme/course/conference is directly related to what the teacher teaches or will teach at GES or is related to the teacher's management responsibilities, and the school/teacher has identified the **need** to attend;
- the teacher has made a contractual commitment to return to GES for the following school year (signed in-service agreement).

Teachers/staff members who attended any paid professional development courses outside/hosted by the school will be asked to sign an in-service agreement for The Gulf English School, according to the following criteria:

1. For any courses that cost 1800 QR, (the PD allowance fund is allocated per staff member) they will sign in-service agreement to return the following year or refund the amount to GES.



2. For courses that cost 0-1000 QR, (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for an additional academic year with The Gulf English School.
3. For courses that cost 1001-3000 QR, (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for two additional academic years with The Gulf English School.
4. For courses that cost 3001-5000 QR, (in addition to the PD allowance) teachers/staff members will be asked to sign an in-service agreement for three additional academic years with The Gulf English School.

If a teacher/staff member decides to leave the school before the end of their in-service agreement, they will reimburse the school on pro-rata basis.

If a teacher/staff member is dismissed for any reason **NO** reimbursement will be required.

Please note that the above statement ties in with Article 3 of the school's contractual agreement.

RE-SIGNING BONUSES

All overseas teachers are entitled to a re-signing bonus based on the following basis

- Completion of 3 years with GES and signing contract for the 4th year, teachers are entitled to up to 50% of monthly salary not exceeding 5500 QR.
- Completion of 6 years with GES and signing contract for the 7th year, teachers are entitled to full month's salary, not exceeding 10,500 QR.
- Completion of 9 Years with GES and signing contract for the 10th year, teachers are entitled to full month's salary, not exceeding 12,000 QR.

Bonuses will be paid to teachers as per criteria defined above upon their return to GES along with the September Salaries.

The duration of 3 years, 6 years and 9 years has to be continuous years with GES, without any long leave or gap years in between.

All local hire teachers are entitled to a re-signing bonus on the following basis:

- Completion of 3 years with GES and signing contract for the 4th year, teachers are entitled to 30% of monthly salary.
- Completion of 6 years with GES and signing contract for the 7th year, teachers are entitled to 60% of monthly salary
- Completion of 9 Years with GES and signing contract for the 10th year, teachers are entitled to 90% of their monthly salary.

Teachers should sign a two-year contract in order to receive the re-signing bonus.

SEPARATION OF EMPLOYMENT

The Leadership Team is authorised to take any of the following actions regarding termination of employment of School employees:



REDUCTION IN TEACHING WORK FORCE

The School has the right to reduce the work force in order to meet the needs of the school.

DISMISSAL

As disciplinary action, as per Qatar Labour Law, or any of the acts listed in the disciplinary table at the end of this document.

RESIGNATION OF TEACHING MEMBER

Notice period:

A 6-month notice period (by 28th February) during the initial contract signed with GES (when first joining GES).

Resignation after the completion of initial contract of two years¹:

If a teacher decides to leave GES during their contract period, or notifies GES of their intention of leaving after 28th February, after completion of the initial contract, the following action will be taken:

- The school will deduct leave dues and gratuity on a pro-rata basis (this applies to staff who have completed their initial contract of two years when first joining GES). The required notice period is **180 days (a 6-month notice period)**. If the notice period given to school is less than 180 days, the school will deduct those days off the gratuity and leave dues. For example, if a staff member hands in their resignation on the 1st April, the number of days deducted from the gratuity will be 30 days.
- The school shall give teachers a full notice period of 6 months in the case of contract termination. If the notice period given by GES is less than 6 months, teachers will be entitled to the full 6 months' pay. For example: if the school gives a teacher notice on the 1st April, the teacher will be entitled to their pay until September of that year (30 days' reimbursement).

Resignation during the initial contract of two years (first contract signed with GES):

- If a teacher decides to leave GES during their initial contract of two years and the school is given a full notice period of 6 months, teacher will be entitled to leave dues of one month only (July). **Teachers will not be entitled to any gratuity (gratuity is based on full calendar year at service).**
- If a teacher decides to leave GES during their initial contract of two years and the school is not given a full notice period, the leave dues will be calculated on pro-rata basis.
- If a teacher decides to leave GES during their probation period, they will be entitled to full pay up to their last day at work only. The school will NOT provide for their ticket or shipping allowance.

¹ The initial contract is the first contract with GES, which is for two years.



- If a teacher is dismissed by GES during their probation period, they will be entitled to full pay up to their last day at work, shipping allowance and travelling ticket to their destination, according to the contract.

Please note that the above statement ties in with Article 3 of the school contractual agreement

RETIREMENT/END-OF-SERVICE INDEMNITY

At separation of employment, the School will pay out an end-of-service gratuity of 21 days for each contractual year. Further inquiries into specific end-of-service gratuity eligibility and disbursement should be directed to the Business Manager.

Part-Time Teachers, Contractual Teachers and Contractual Assistant Teachers are eligible for an end-of-service gratuity.

The end of service gratuity is paid along with the June salary. Staff should expect their June salary, holiday salary and end of service gratuity, in one payment by the 27th June. The school will notify individuals of their final settlement by end of May and the figures that will be paid into their account.

The school will hold an amount of **5,000QR** as a deposit for any damage to their accommodation, which will be refunded once the inventory is completed. Additionally, the school will hold an additional **1,000QR** to be refunded once keys are handed in. The 1,000QR is for cleaning charges. It is important that staff leave the accommodation clean and all personal effects are removed prior to departure (clean fridge, empty wardrobes, etc.).

We require a Bank Clearance Letter from all employees leaving Qatar prior to issuing exit visas. This is to ensure that all credit cards, loans and any debts are fully paid to the bank.

SUSPENSION AND DISMISSAL OF TEACHING STAFF

If at any time, staff would like to refer to the Qatar labour laws governing teachers in private schools, a copy is available in the HR office.

If staff wish to review the full Board policies, they are all available on the 'policies sever' and in the HR office.

Qatar Labour Law and GES contract:

We advise that you read the Qatar Labour Law which is available on the following link:

http://iloveqatar.net/forum/file.php?20,file=554,filename=LABOUR_LAW_STATE_OF_QATAR.pdf

Please find below Article 51 and Article 61 of the Qatar Labour Law which are referred to GES contractual agreement (**article 5 of the contract**).

Article (51)

The worker may terminate the service contract before its expiry date if the contract is of a definite duration and without giving reasons for the termination if the



contract is of an indefinite duration and retains his full right to obtain the end of service gratuity in the following cases:

1. If the employer commits a breach of his obligations under the service contract or the provisions of this law.
2. If the employer or his responsible manager commits a physical assault or immoral act upon the worker or any of his family member.
3. If the employer or his representative has misled the worker at the time of entering into the service contract as to the terms and conditions of the work.
4. If continuance with the work endangers the safety and health of the worker provided that the employer is aware of the danger and does not take the necessary steps to remove it.

Article (61)

The employer may dismiss the worker without notice and without payment of the end of service gratuity in the following instances

1. If the worker assumes a false identity or nationality or submits false certificates or documents.
2. If the worker commits an act which causes gross financial loss to the employer provided that the employer shall notify the Department of the incident within twenty-four hours from the time of his being aware thereof.
3. If the worker violates more than once the written instructions of the employer concerning the safety of the workers and the establishment despite his being notified in writing of the violation provided that these instructions shall be written and posted up in a conspicuous place.
4. If the worker fails more than once to carry out his essential duties under the service contract or this law despite his having been notified in writing thereof.
5. If the worker discloses the secrets of the establishment where he is employed.
6. If the worker is found during the working hours in a state of drunkenness or under the influence of a drug.
7. If the worker commits an assault on the person of the employer, the manager or one of his supervisors in the work during the work or by reason thereof.
8. If the worker repeats his assault on his colleagues in work despite his being warned in writing thereof.
9. If the worker absents himself from work without legitimate cause for more than seven consecutive days or fifteen days in one year.
10. If the worker has been finally sentenced for a crime involving immorality or dishonesty (this includes tutoring any students-GES students or any other students).



DISCIPLINARY

The authority to give a warning to any staff members lies with Leadership Team members.

When a verbal warning is given, a note should be made for the file and the member of staff should sign in acknowledgment.

Type of violation	First Time	Second Time	Third Time	Fourth Time	Remarks
Lateness without permission (every 3 late arrivals equals one day deduction from salary)	Verbal Warning	First Written Warning	Final Written Warning	Dismissal	
Leave work early without permission	Verbal Warning	First Written Warning	Final Written Warning	Dismissal	
Absence without permission or acceptable reason	Verbal Warning	First Written Warning	Final Written Warning	Dismissal	
Violating instructions concerning safety of staff, equipment's or property	Instant Dismissal				Without Notice
Refusing to carry out legitimate instructions from line managers	Final Written Warning Or Dismissal Depending On Severity Of The Offence				Without Notice
Smoking	Verbal Warning	First Written Warning	Final Written Warning	Dismissal	
Forging records	Dismissal From Service				Dismissal Without Notice
Tutoring (any tutoring whether GES students or external students)	Dismissal From Service And Loss Of				Dismissal Without Notice. Loss Of



	Gratuity				Gratuity.
Disclosing confidential data	Dismissal From Service				Dismissal Without Notice
Final conviction on a felony or misdemeanour relating to integrity, honesty or public morality	Dismissal From Service				Dismissal Without Notice
Disrespect of line manager	Verbal Warning	First Written Warning	Final Written Warning	Dismissal	
Committing an act against public morality in the workplace	Dismissal From Service				Dismissal Without Notice
Collecting donations without approval	Verbal Warning	First Written Warning	Final Written Warning	Dismissal	
Wilful damage to property	Dismissal From Service				Dismissal Without Notice
Refusal to transfer to another similar position with the same benefits within the school	Dismissal From Service				Dismissal Without Notice
Discussing political or religious beliefs during working hours or with students. Exhibiting or sharing texts/images that are believed to be religiously or culturally unacceptable.	Dismissal From Service				Dismissal From Service
Not performing the duties of the job with the required efficiency and timely manner	Verbal Warning	First Written Warning	Final Written Warning	Dismissal	



Refusal to work	Dismissal From Work				Dismissal Without Notice
Spreading gossip, malicious or otherwise, about management, others or any subject	Verbal Warning	First Written Warning	Final Written Warning	Dismissal	
Refusing to work after hours when requested by Leadership Team (within the contractual agreement)	Final Written Warning	Dismissal From Service			
Reporting to work under the influence of alcohol/drugs	Dismissal Without Notice And Loss Of Gratuity				Dismissal Without Notice And Loss Of Gratuity



- I have read and fully understand the 'Employee Policies Manual' prior to signing the offer letter from the school.
- I have read and fully understand the 'GES contract' to be signed upon arrival in Qatar.
- I fully understand that I should NOT take any tutoring jobs (GES students or other students) nor allow any members of my family (partner/son/daughter) to tutor any of GES students.

By signing this, I fully acknowledge and understand the content of the policies manual and fully acknowledge and agree to the contractual agreement articles in the contract.

Name: _____

Date: _____

Signature: _____