

## FOREIGN-HIRED LEAD TEACHER BENEFITS 2022-2023 Academic Year

The term “Foreign-Hired Lead Teacher” refers to a teacher whose home of record is outside of Spain at the time of hiring and who is relocating to Spain specifically for the purpose of BFIS employment. BFIS will provide Foreign-Hired Lead Teachers with the following benefits:

### Flexible Benefits Program

1,000€ in benefits which may be allocated among the following tax-advantaged categories:

- additional professional development (PD)\*
- supplementary medical and/or dental insurance – up to 500€ per family member\*
- non-BFIS nursery school fees\*
- alternatively, the Flexible Benefits may be received as a taxable cash payout.

\* These benefits are income tax exempt, except the choice of cash payout.

Please see the *Flexible Benefit Program Protocol* and the *Flexible Benefit Expenditure Form* for details and procedures for expense submission and reimbursement.

### Contract Extension and Contract Extension Bonus

All teachers will be given an annual evaluation by their Head of Division and/or Head of School based on clear, and transparent criteria. If BFIS and the Foreign-Hired Lead Teacher mutually agree to extend the teacher’s contract beyond the initial two-year period, the Foreign-Hired Lead Teacher will receive continuation bonus payments according to the following schedule:

- a) One-year additional commitment: 2,100€ payable in June of the third school year
- b) Two-year additional commitment: 2,100€ payable in June of the third school year, plus 2,000€ payable in June of the fourth school year
- c) Faculty members who remain at BFIS for five academic years will receive 2,500€ in June of the fifth year.
- d) Continuation bonus benefits for faculty members who remain at BFIS beyond five academic years are under review by the Finance Committee.

**Professional Development/Learning (PL)** – BFIS offers faculty members a number of school-wide Professional Learning opportunities designed to benefit both the individual, on a professional and personal level, and BFIS as an institution. In addition to school-provided training, individual PD is available through the school’s Professional Development funding for faculty. All full-time lead teachers have access to 700€ per year in PL funds that can be requested for individual PL opportunities such as workshops, conferences, seminars, and classes; the amount is pro-rated for part-time teachers based on their contract hours. The PL Committee reviews all requests together with the Leadership Team in order to ensure that the use of professional development monies is aligned with the goals of the individual and the institution.

The Personal Professional Development funds may be rolled over for one additional academic years (up to 1400€ for full time faculty).

**Advanced Degree (Master’s or Doctorate)** – Full-time lead teachers who have been at BFIS for at least 2 years will be eligible to apply for funding assistance toward a master’s or graduate degree or another educationally-related certification program, up to 80% of the overall expenses and a maximum payment of 3500€. If the cost of the course does not exceed the maximum covered amount, only the relevant portion will be paid.

**BFIS can provide the full 3500€ benefit** to no more than two teachers per year. If more than two individuals apply, priority will be given to applicants with the most years at the school who have not previously received BFIS financial

assistance with an advanced degree program and partial funding may be given to more than two teachers. The Professional Development Committee will review the applications and meet with the Head of School to approve the final list of beneficiaries. Teachers who use this benefit may apply to receive it again after five years.

Any teacher who receives funding will be required to commit to at least two years of additional service at BFIS beyond the year that the benefit is applied. In the event that a teacher cannot complete the obligatory additional two years at BFIS, he/she will have to pay the funds back to the school. If the teacher stays for one additional year, he/she would owe the school 50% of the covered cost.

Applicants should complete a PD application form and send it to the Professional Development Committee by the deadline specified at the beginning of the school year.

**Language Development** – All employees are eligible to participate in BFIS-run language instruction classes in Castellano Spanish or English for the first year of employment at BFIS.

**Salary Advance** – All employees may elect to receive a one-time salary advance of up to 500€. This advance is an interest-free loan, repayable within six months of its receipt, through direct salary deduction(s).

**School Fee Remission (SFR)** - Refer to the current Tuition Remission Policy approved by the Board in 2019.

**Transportation** – To commence employment with BFIS, BFIS will reimburse the cost of economy-class airfare for the Foreign-Hired Lead Teacher and legal dependent (up to 800€ per person: teacher & legal dependents), by reasonable direct route, from the airport nearest to his/her home of record to Barcelona. Reimbursement for the inbound flight is made with the first paycheck.

If the Foreign-Hired Lead Teacher meets all his/her contractual obligations and completes at least two years of employment at BFIS, BFIS will reimburse the cost of one-way economy class airfare to return from Barcelona to his/her home of record at the end of his/her BFIS employment (up to 800€ per person: employee and legal dependents). The reimbursement for the outbound flight is made with final paycheck.

*Please note: If the Foreign-Hired Lead Teacher fails to meet the terms of his/her initial contractual obligation and leaves BFIS prior to completing at least two years of service, BFIS will not cover the cost of the one-way economy class airfare back to his/her home of record and the school reserves the right to ask for reimbursement of arrival allowance.*

BFIS reserves the right to purchase such tickets or to nominate the travel agent to be used for their purchase

In the case of reimbursement, receipts must be submitted to the HR department.

**Flight home allowance** – BFIS will reimburse a maximum amount of 1,300€ per employee or his/her legal dependent/s (total amount) for the first four years with receipts provided. The flight allowance can only be used for Summer flights and that they are only eligible for returning teachers. The reimbursement will be done in June paycheck.

### **Shipping of Baggage and Personal Effects**

Inbound: BFIS will reimburse Foreign-Hired Faculty Members up to 350€ for the shipping of excess baggage from his/her home of record to Barcelona. Payment will be made in the first paycheck.

Outbound: If the Foreign-Hired Faculty Member completes two or more years of employment at BFIS then BFIS will pay foreign hired faculty, for the shipping of personal effects to his/her home of record (or alternate location) in an amount up to 350€. Payment will be made in the final paycheck.

*Please note: If the Foreign-Hired Lead Teacher fails to meet the terms of his/her initial contractual obligation and leaves BFIS prior to completing at least two years of service the school reserves the right to ask for reimbursement of arrival allowance.*

**Housing** – BFIS will provide Foreign-Hired Lead Teachers with one-time housing search assistance at the commencement of his/her BFIS employment.

**Barcelona Arrival Allowance** – BFIS will provide each newly hired Foreign-Hired Lead Teachers an arrival allowance of 5.600€ gross. The entire amount is paid into your first paycheck.

*Please note: If the Foreign-Hired Lead Teacher fails to meet the terms of his/her initial contractual obligation and leaves BFIS prior to completing at least two years of service, the school reserves the right to ask for reimbursement of arrival allowance.*

**Medical Insurance** – BFIS will provide the Foreign-Hired Lead Teachers with local private medical insurance until such time as the Foreign Hired Lead Teacher obtains a Spanish residence/work visa, at which time medical insurance will be provided by the State. Supplementary medical and/or dental insurance can be purchased, if desired, as part of the Flexible Benefits Package.

**Visa** – – BFIS will reimburse costs (up to 600€ per employee and his/her legal dependent/s), associated with obtaining a Spanish residence/work visa for the Foreign-Hired Lead Teacher. For reimbursements, receipts must be provided to HR.

\*The above Benefits are the only ones considered by BFIS.

\* All the Benefits in compliance with Spanish law are taxable.