

Appendix of Benefits

Salary Structure and Explanation of Benefits for International Staff

1) Direct Hire International Staff Member (based on a 2-year term) All benefits are calculated based on FTE.

- A. **Annual Leave.** All leave is in accordance with [HOPE Leave policy](#) . This includes National Public holidays as well as allocation of annual leave based on role within the organisation.
- B. **Base Allowance:** Expat Staff Member USD \$740 per month
- C. **Housing Allowance:** Paid to the first contracted staff member of a couple. For legal dependents living in the country.
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|------------------------------|---------------------|
| a. Single (1 person) | USD \$300 per month |
| b. Couple (2 people) | USD \$410 per month |
| c. Family (3 or more people) | USD \$550 per month |
- D. **Relocation Allowance**
- a. For new overseas hired employees will receive an allowance of \$500 (single), \$750 (couple), \$1000 (family) or \$500 (2nd Staff). HR will assist the new overseas hired employee with housing and provide basic furniture package by HOPE.
- E. **Two Yearly Flight Allowance.** On completion of two years a flight allowance is offered as per the Flight allowance policy [Flight Allowance](#)
- F. **Child Allowance:** Paid for a maximum of two legal dependents; living in the country and under 19 years old or currently enrolled at HOPE.
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|-------------------------------|---------------------|
| Preschool (under 5 years old) | USD \$220 per month |
| 5 to 11 years old | USD \$280 per month |
| 12 years + | USD \$330 per month |
- G. **Visa/Work Permits:** Visas and work permits will be arranged by HOPE for all HOPE employees. Costs will be paid by HOPE for all employees on a pro rata basis according to their full time equivalent work (FTE). For work permits, employees who have been in country prior to hire are required to pay any penalties that may have preceded a new work permit being issued by HOPE. Please communicate your needs with HR and they will be able to assist you.
- H. Below is a checklist that describes the different criteria to determine whether or not HOPE will sponsor a spouse's visa. HOPE does not provide work permits for an employee's spouse.

| I. Spouse who meet criteria for a HOPE processing and paying of visa | J. Spouse who do NOT meet criteria for a HOPE processing and paying of visa |
|--|---|
| K. <input checked="" type="checkbox"/> Spouse is not employed or volunteers at HOPE. | L. <input checked="" type="checkbox"/> Spouse volunteers in Cambodia for <u>more</u> than 0.5 FTE with another organization |
| M. <input checked="" type="checkbox"/> Spouse volunteers for <u>less</u> than 0.5 FTE with another organization | N. <input checked="" type="checkbox"/> Spouse is employed in another organization or self-employed in Cambodia |
| O. <input checked="" type="checkbox"/> If a spouse is employed or self-employed outside of Cambodia, HOPE will process their visa but the individual is responsible for the cost involved. | |

Any passport renewal costs are at the expense of the employee. Please be aware that visas and work permits can be delayed and the process for passport renewal should be started early. It is the individual's responsibility to make sure renewal of passports is done in a timely manner. Any cost penalties incurred in visa renewals due to the delay in passport renewals will be the employee's responsibility.

- P. **Tuition Fees:** HOPE will provide free tuition to a maximum of 3 children for school age who are biological or legally adopted dependent children who are named in this contract. Employee will pay 25% of the capital fees. All free tuition and capital fees will be provided on a pro rata basis according to the time worked. All employees are responsible for all other fees including; library, textbook, locker, application, exam (IGCSE/IB fees are around \$1000), any extracurricular or after-school sports activities and individual instrumental tuition (or similar School Activities) are excluded from this benefit.

- Q. **Professional Development:** After completing one year, HOPE will contribute toward approved professional development up to \$1000 USD per year (upon Director's approval). IB training could be approved within the 1st year, as may IGCSE, ACSI and other courses that are required for your upskilling to our curriculum frameworks and as needed for accreditation.
- R. **Sick & Personal Leave:** You will be eligible for 10 days paid sick time for the school year and 2 personal days.
- S. **Extended Leave:** Applicants must have been employed at a minimum of 0.5 FTE by HOPE for at least 4 years with an additional contract of 2 years after the extended leave. After completion of four years of service a four week extended leave is available for staff who commit for an additional two years.
- T. **Health Insurance:** Emergency medical insurance will be provided for the staff member, spouse and legal dependents. HOPE will cover the cost of the TTC Alpha Program. For US citizens, please note the travel implications to the US with the Alpha Program. Any additional benefits/ options are to be paid by the employee.
- U. **Mission/ Agency/ Church support:** HOPE strives to be a caring community that puts people first and supports them during their time in Cambodia. Since resources are limited, HOPE strongly values the partnership with a mission or church group for prayer, encouragement, & possibly extra financial support. HOPE's cost of living allowance is not designed to cover pensions, college funds, or additional expenses outside of the country. The cost of setting up a house and life in Cambodia will also not be covered by the allowance. It is recommended that staff seek additional financial support to cover these items. This may come through your local church, mission organization, family and friends or personal savings.

2) Part Time Staff Member

A staff member who works 0.5 FTE or more will receive a monthly salary based on their FTE rate. All the benefits as listed above for a 1.0 FTE on a 2 year term will be provided on a pro rata basis according to the time worked. All benefits are paid according to the fraction of time your work, i.e. a 0.7 FTE will receive 70% of the benefit of the benefit granted to a full time employee. For couples who are both serving at HOPE this will also be prorated on; base, airfare, longevity increment, professional development, longevity exit and furlough.

A staff member who works less than 0.5 FTE will be paid on an hourly basis with no other benefits provided. The hourly rate depends on the position description and experience of the candidate. This does not apply to the second member of a couple who is already serving at HOPE. They are calculated as 1.0 FTE and additional (i.e First staff member at 0.8 FTE + Second staff member at 0.4= 1.2 FTE).

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| Supplemental Base Income | \$ 0.00 | Per Month |
| Accommodation (Housing Allowance) | \$ 0.00 | Per Month |
| Child Allowance | \$ 0.00 | Per Month |
| The Directors Allowance (80% of \$740 Base) | \$ 0.00 | Per Month |
| The Principal's Allowance (40% of \$740 Base) | \$ 0.00 | Per Month |
| The Deputy's & Leadership Allowance (20% of \$740 Base) | \$ 0.00 | Per Month |
| NET TOTAL | \$ 0.00 | Per Month |

Initials _____
Date _____