

## **Appendix of Benefits**

### **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. A cost of living salary for all HOPE employees is calculated on a based salary, housing consideration, and other factors. Please contact Human Resources for further information.
- B. Starting bonus: All newly hired staff will receive a starting bonus equivalent to one month's base salary; [Policy](#)
- C. Flight Allowance: [Flight allowance policy](#)
- D. 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. [Talent Trust- Alpha Sign Up](#)
- E. Visa and Work Permit: The standard costs for the annual visa and work permit will be paid by HOPE for all employees. [Policy](#)
- F. Tuition and Fees: Employee families will receive free tuition for up to 3 kids. The children must meet admission requirements and be either biological or legally adopted dependent(s) who are named in the contract. The employee is required to pay 25% of the capital fees. All free tuition and capital fees will be provided on a pro rata basis according to the FTE time worked. All employees are responsible for all other fees including, but not limited to: library, textbook, camp, locker, application, exam (IGCSE/IB fees are around \$1000), any extracurricular or after-school sports activities and individual instrumental tuition (or similar School Activities).
- G. Paid 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
- H. Seniority Pay- Payments equal to 15 days of average actual wages must be made twice a year, except when you are on a Fixed Duration Contract (FDC) which will be paid upon the ending of the contract. When an employee is under a Undetermined Duration Contract (UDC), the first payment is payable at the same time as the second installment payment of wages due in June, and the second must be paid at the same time as the second installment payment of wages due in December.
- I. HOPE School encourages and supports the professional development of its staff. After completing one year of service at HOPE, staff will be eligible to apply for professional development funds. Accreditation of the school or programs may require a staff member to participate in professional development during their initial year at HOPE.

3) Staff Benefits above .5 FTE, but not 1.0 FTE

- A. 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 two 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 worked, i.e. a 0.7 FTE will receive 70% of the benefit of the benefits granted to a full time employee. Couples working at HOPE cannot combine their part-time FTE to make a full-time FTE or benefits.

4) External Contractors/ Casual Teachers/ Part-time Staff

- A. A qualified cover or contractor who works less than .5 FTE will be paid \$30 gross (before tax) per half day or \$60 (before tax) gross per full day, with no additional benefits. Cambodian tax and fees will be withheld and paid by HOPE on behalf of salaried expat staff and eternal expat contractors.
- B. Qualified teachers and staff working less than .5 FTE will be paid \$1,388.75 gross (before tax) pro rata based on their FTE, with no additional benefits. Cambodian tax and fees will be withheld and paid by HOPE on behalf of salaried expat staff and eternal expat contractors.
- C. HOPE will help process as requested but will not pay for external contractor work permits or visas.