



INTERNATIONAL SCHOOL OF PHNOM PENH
Phnom Penh, Cambodia

COMPENSATION

PLAN

for

TEACHERS

Adopted: 25 November 2003
Amended: 25 May 2005
Amended: 22 February 2006
Amended: 31 January 2007
Amended: 25 March 2009
Amended: 25 November 2009

EXPATRIATE TEACHER SALARY SCALE as of 2009-2010 School Year

ANNUAL SALARY SCHEDULE

12-MONTH WORKING AGREEMENT (August-July) (185 contractual days)

Column	I	For initial placement only	II	III	Column
Steps	NON-CERTIFIED Basic Degree only	PRIOR EXPERIENCE (Years)	CERTIFIED + Basic Degree (PGCE/BA/BS)	CERTIFIED + Advanced Degree (MA/MS/Med/PhD)	Steps
0	19,800	0-1	28,050	29,170	0
1	20,900	2	28,890	30,010	1
2	22,000	3	29,730	30,860	2
3	23,100	4	30,570	31,700	3
4	24,200	5	31,420	32,540	4
		6	32,540	33,660	5
		7	33,660	34,780	6
		8	34,780	35,900	7
		9	35,900	37,030	8
		10	37,030	38,150	9
			38,150	39,270	10
			39,270	40,390	11
			40,390	41,510	12
			41,510	42,640	13
			42,640	43,760	14
			43,760	44,880	15
			44,880	46,000	16
			46,000	47,120	17
			47,120	48,250	18
			48,250	49,370	19

GUIDELINES

- Column I apply to locally hired teachers who possess no professional teaching certification. Initial placement on the salary scale is at the discretion of the Director.
- Advancement to the next highest SALARY COLUMN occurs when documentation of earned degrees/certification is received by the school. Salary adjustments apply retroactively to the date of completion of earned certification/degrees listed on the documents, but in no case prior to August of the current school year.
- The underlined salary figures above “_____” denote maximum entry level for each column on this salary scale.
(Column I – Step 3 Column II – Step 9 Column III – Step 9)
- For initial placement only**, each step on the scale represents full years of relevant teaching experience (as noted above) in an English-speaking elementary/secondary school. Adult, college, substitute, internship or part-time teaching (less than 50%) will be counted only on approval of the Director who is responsible for evaluating prior experience for initial placement on the scale. Example: Six (6) years of previous approved experience = entry at Step 5 on the above scale. After the initial year of teaching at ISPP, teachers may advance one step annually on the salary scale.
- For teachers who reach Column I – Step 4 and Column II and III – Step 19, the following applies:
 - no annual step increases
 - Board-approved scale adjustments, if any, will apply at time of approval.
- If the teacher is hired during First Term/Semester and is subsequently offered a contract for the next school year, he/she will advance to the next step on the salary scale for the next school year. If hired during Second Term/Semester, no advance will be made on the salary scale for the next school year.
- For promotion to Coordinator, an admin allowance of three thousand dollars will be awarded. If Coordinators are not re-assigned to these positions, the employee will revert to the salary scale without allowance. For promotion to Assistant Principal, an admin allowance of seven thousand dollars will be awarded. If Assistant Principals are not re-assigned to these positions, the employee will revert to the salary scale without allowance.
- Part-time Teachers: Salary is pro-rated according to equivalency assigned by the Director.
- Probation: Initial six (6) months of employment.
- Salaries paid in US dollars in Cambodia, on the last working Friday of the month. If the last working Friday is a school holiday, salary is paid on last working day of the month
- Performance Evaluation: annual step advancement conditional upon annual satisfactory performance review.
- For the purpose of contract benefits, Dependent is defined as the legally married spouse, or recognized partner. In the case of partnership, the Director can require documentation to attest to the partnership that may include but is not necessarily limited to, joint bank accounts, birth certificate, joint mortgage, or beneficiary documents, and proof of sharing residence and living expenses for the past 12 months. Dependent also refers to biological children of the employee, legal guardianship, or legally adopted children of the employee. Children are covered up until age 18. For students who turn 18 and have been enrolled at ISPP continuously and in good standing, coverage will carry through until High School graduation.

BENEFITS AND WORKING CONDITIONS

	EXPATRIATE OVERSEAS HIRE	EXPATRIATE LOCAL AND NATIONAL HIRE
SALARY	Basic Teacher Salary Scale (See Expatriate Teacher Salary Scale) Salary paid in U.S. dollars in Cambodia.	Basic Teacher Salary Scale (See Expatriate Teacher Salary Scale) Salary paid in U.S. dollars in Cambodia.
BENEFITS ENTITLEMENT	All benefits as listed below in this column.	Part-time expatriate teachers employed 50% or more receive all benefits listed below on a pro-rata basis. Part-time expatriate teachers employed less than 50% are not entitled to below listed benefits except sick leave. Full and part-time national teachers will be compensated at the same level as local expatriate teachers, except for exceptions noted below and in Cambodian Law.
SHIPPING/SETTLING-IN ALLOWANCE	Beginning of Employment: First-year teachers: \$1500 moving/settling in allowance. End-of-Employment: \$500 per contract year up to maximum \$2000.	Not applicable
CONTRACT TRAVEL	Beginning and End-of-Employment: Economy Air fare by most direct route from airport closest to Home of Record to Phnom Penh and return. At end of employment, lowest of three (3) bids sets the travel allowance. Cash equivalent may be elected.	Not applicable
VISAS	Administrative assistance provided and costs paid by School.	Administrative assistance provided and costs paid by School. Not applicable to local National teachers.
ANNUAL HOME LEAVE	Annual home leave for employee and dependents provided at economy rate by most direct route from Phnom Penh to airport closest to Home of Record and return at school cost (lowest of three (3) bids). Employee may elect cash equivalent.	Not applicable
FEE WAIVERS	ISPP fees (Entrance-Tuition-Capital) waived in full for school-age dependents. All other fees (Bus transportation, ESL and all other invoiced expenses) are the responsibility of employee.	Employee receives pro-rata of fees up to 100% for school-age dependents. Applies only to Entrance, Tuition and Capital Fee. All other fees (Bus transportation, ESL and all other invoiced expenses) are the responsibility of employee.
HOUSING/RELOCATION	Rental allowance per annum for rent costs only as follows (in USD): Single teacher without dependents: up to 7,920 Single teacher with dependent spouse/children: up to 10,560 Teaching couple without dependents: up to 11,660 Teaching couple with dependents: up to 12,100	Not applicable
MEDICAL INSURANCE	School provides medical insurance for employee and eligible dependents. If employee uses own health plan, School reimburses up to cost of School Plan.	School provides medical insurance for employee (50-100%) and eligible dependents, provided these are not paid by spouse's sponsoring organization. If employee uses own health plan, School reimburses up to cost of School Plan.

	EXPATRIATE OVERSEAS HIRE	EXPATRIATE LOCAL AND NATIONAL HIRE
LONG-TERM DISABILITY INSURANCE	For full-time (100%) employee only. School pays cost of school-designated insurance policy. Eligibility determined by insurance carrier.	For full-time (100%) employee only. School pays cost of school-designated insurance policy. Eligibility determined by insurance carrier.
RETIREMENT SUPPLEMENT	In lieu of a retirement plan, School places in reserve 7% of annual base salary of each employee. Total amount is disbursed to employee on a monthly basis. Once distributed to employee, School assumes no liability for these funds during or after employment at ISPP.	In lieu of a retirement plan, School places in reserve 7% of annual base salary of each employee. Total amount is disbursed to employee on a monthly basis. Once distributed to employee, School assumes no liability for these funds during or after employment at ISPP.
PHYSICAL EXAMINATIONS	Prior to commencing duties in Cambodia, teacher and dependents are required to have school-prescribed physical examination at employee cost unless otherwise specified. Physician-signed report filed with School certifying that employee and dependents are in good health and medically fit for the job.	Prior to effective contract date, teacher is required to have school-prescribed physical examination at employee cost unless otherwise specified. Physician-signed report filed with School certifying that employee and dependents are in good health and medically fit for the job.
IMMUNIZATIONS	Prior to arrival in Cambodia, at employee's cost, employee, employee's spouse (if any) and dependents (if any) will each receive (or present proof of having received) basic immunizations required for residence in Cambodia and working with children on a continuous basis. Required immunizations: Tetanus, Hepatitis B, Typhoid, BCG (Tuberculosis), Polio and Basic Childhood immunizations: Pertussis-Diphtheria and MMR (measles, mumps, rubella). Recommended: Rabies, Hepatitis A, and Japanese Encephalitis. Optional: Influenza, Meningococcal meningitis A + C, Varicella and, under five (5) years of age, Hemophilus Influenza B.	Prior to effective date of contract, at employee's cost, employee will receive (or present proof of having received) basic immunizations required for residence in Cambodia and working with children on a continuous basis. Required immunizations: Tetanus, Hepatitis B, Typhoid, BCG (Tuberculosis), Polio and Basic Childhood immunizations: Pertussis-Diphtheria and MMR (measles, mumps, rubella). Recommended: Rabies, Hepatitis A, and Japanese Encephalitis. Optional: Influenza, Meningococcal meningitis A + C, Varicella and, under five (5) years of age, Hemophilus Influenza B.
MEDICAL EVACUATION	For employee, spouse and dependent(s), School pays cost of medical evacuation policy for life-threatening emergencies requiring treatment outside of Phnom Penh. Covers cost of air transport to nearest appropriate medical facility for injured party only.	For employee, spouse and dependent(s), School pays cost of medical evacuation policy for life-threatening emergencies requiring treatment outside of Phnom Penh. Covers cost of air transport for injured party only to nearest appropriate medical facility.
EMERGENCY SCHOOL EVACUATION	ISPP pays for an evacuation policy covering cost of air transport for teacher and dependents to designated safe haven. Salary and per diem expenses paid for a period not to exceed thirty (30) days. If School closes permanently, three (3) months' salary will be paid but not more than the remaining value of the contract. Air transport, shipping to Home of Record, and all other end-of-year contract allowances will be paid on a pro-rata basis.	ISPP pays for an evacuation policy covering cost of air transport for teacher and dependents to designated safe haven. Salary and per diem expenses paid for a period not to exceed thirty (30) days. If School closes permanently, three (3) months' salary will be paid on a pro-rata basis, but not more than the remaining value of the contract. Does not apply to local national teachers.
HOLIDAY/ VACATION LEAVE	Employee is entitled to all school holidays and vacations. On days designated for Professional Development, Employee is required to be on duty at the School, even if these are scheduled during a school holiday.	Employee is entitled to all school holidays and vacations. On days designated for Professional Development, Employee is required to be on duty at the School, even if these are scheduled during a school holiday.

	EXPATRIATE OVERSEAS HIRE	EXPATRIATE LOCAL AND NATIONAL HIRE
PERSONAL LEAVE	Two (2) days per year with pay- with Director's prior approval. Cannot be used adjacent to scheduled school holidays. It also cannot be taken within two weeks of the beginning or end of the school year, or within one week of the start or return from the following holiday periods: Water Festival, Winter Holidays, and Khmer New Year Holiday.	Two (2) days per year with pay- with Director's prior approval. Cannot be used adjacent to scheduled school holidays. It also can not be taken within two weeks of the beginning or end of the school year, or within one week of the start or return from the following holiday periods: Water Festival, Winter Holidays, and Khmer New Year Holiday.
RECRUITMENT LEAVE	After two (2) years of continuous employment, up to five (5) working days with pay. Granted only once during employment tenure at ISPP, and when written notice of resignation has been given to the School.	After two (2) years of continuous employment, five (5) working days with pay. Granted only once during employment tenure at ISPP, and when written notice of resignation has been given to the School.
MATERNITY PATERNITY/PARTNER AND ADOPTION LEAVE	MATERNITY: up to sixteen (16) contractual weeks with full salary paid for eight (8) of the sixteen (16) contractual weeks. Leave may start no earlier than six weeks prior to the due date and no later than the birth of the child. PATERNITY/PARTNER: up to three (3) contractual weeks with full salary paid, which must be taken within a six week period commencing and ending three (3) contractual weeks on either side of the birth of the child. ADOPTION: up to three (3) contractual weeks with full salary paid, which must be taken within a six week period commencing and ending three (3) contractual weeks on either side of the adoption event.	MATERNITY: up to sixteen (16) contractual weeks with full salary paid for eight (8) of the sixteen (16) contractual weeks. Leave may start no earlier than six weeks prior to the due date and no later than the birth of the child. PATERNITY/PARTNER: up to three (3) contractual weeks with full salary paid, which must be taken within a six week period commencing and ending three (3) contractual weeks on either side of the birth of the child. ADOPTION: up to three (3) contractual weeks with full salary paid, which must be taken within a six week period commencing and ending three (3) contractual weeks on either side of the adoption event.
EMERGENCY/ COMPASSIONATE LEAVE	Ten (10) paid working days per event in cases of serious illness or death of immediate family member (grandparents, spouse, parent, son, daughter, brother, sister, grandson, granddaughter). Travel costs paid by employee.	Ten (10) paid working days per event in cases of serious illness or death of immediate family member (grandparents, spouse, parent, son, daughter, brother, sister, grandson, granddaughter). Travel costs paid by employee.
UNPAID LEAVE	Granted only as an extreme exception and for the most compelling reasons. Director may approve for up to five (5) days. Six (6) to ten (10) days must be approved by Board. No unpaid leave beyond ten (10) days. Salary deducted at 1/185 of annual salary.	Granted only as an extreme exception and for the most compelling reasons. Director may approve for up to five (5) days. Six (6) to ten (10) days must be approved by Board. No unpaid leave beyond ten (10) days. Salary deducted at 1/185 of annual salary.
DEATH BENEFIT	DEATH OF EMPLOYEE OR DEPENDENT(S) WHILE RESIDING IN CAMBODIA AND WORKING AT ISPP: Employee authorizes School to make appropriate disposition of body and personal effects. School notifies next of kin and local Embassy. Remains repatriated to Home Country at school's cost. If death of employee, dependents receive travel and shipping benefits as if contract is fulfilled and ended. Salary and benefits paid to end of school year. Tuition waiver applies to end of year in which death occurred, unless an exception is approved by the Board.	DEATH OF EMPLOYEE WHILE WORKING AT ISPP: School pays salary and benefits to the heirs and assigns to end of school year in which the death occurs. Children of deceased staff member receive fee waiver until end of school year in which death occurred, unless an exception is approved by the Board.

	EXPATRIATE OVERSEAS HIRE	EXPATRIATE LOCAL AND NATIONAL HIRE
TAXES	School will pay Cambodian Taxes (if any) due on salaries and benefits listed in agreement. Tax liability in Home of Record is responsibility of Employee.	School will pay Cambodian Taxes (if any) due on salaries and benefits listed in agreement for expatriate staff. Tax liability in Home of Record is responsibility of Employee. Local National staff is liable for taxes in Cambodia.
TERMINATION OF CONTRACT	<p>SCHOOL-INITIATED TERMINATION FOR ENROLLMENT-BUDGET-PROGRAM REASONS: School gives thirty (30) days notice and three (3) months salary as severance, plus airfare and shipping to Home of Record.</p> <p>SCHOOL INITIATED TERMINATION AFTER SIX (6) MONTHS PROBATION: One (1) month's salary as severance and shipping benefits to Home of Record. Housing allowance ends at date of termination. School establishes termination date at any point within six-month probation period.</p> <p>SCHOOL-INITIATED NON-RENEWAL OF SPOUSE'S CONTRACT: In the case of a teaching couple, the non-renewal of contract or termination of the other spouse's contract, unless the Board, upon recommendation from the Director, elects to approve an exception in individual cases. Termination benefits for both parties remain in place until the date of termination and school adheres to notification deadlines as outlined in the Board policy.</p> <p>EMPLOYEE-INITIATED TERMINATION IN MID-CONTRACT: Thirty (30) days written notice given by Employee to the School. Compensation/benefits paid to date of termination. Travel and shipping benefits forfeited unless Director agrees to provide same. Housing allowance ceases from date of termination.</p> <p>GROSS MISCONDUCT OR VIOLATION OF CONTRACT: Gross misconduct: immediate termination. Employee forfeits all end of year contract benefits, including severance, end of contract travel and shipping. Violation of contract: thirty (30) days termination notice from the Director. Travel and shipping forfeited unless Director agrees to provide same. Salary and benefits paid to date of termination.</p>	<p>SCHOOL-INITIATED TERMINATION FOR ENROLLMENT-BUDGET-PROGRAM REASONS: School gives thirty (30) days notice and three (3) months salary as severance.</p> <p>SCHOOL INITIATED TERMINATION AFTER SIX (6) MONTHS PROBATION: One (1) month's salary as severance. School establishes termination date at any point within six-month probation period.</p> <p>SCHOOL-INITIATED NON-RENEWAL OF SPOUSE'S CONTRACT: In the case of a teaching couple, the non-renewal of contract or termination of the other spouse's contract, unless the Board, upon recommendation from the Director, elects to approve an exception in individual cases. Termination benefits for both parties remain in place until the date of termination and school adheres to notification deadlines as outlined in the Board policy.</p> <p>EMPLOYEE-INITIATED TERMINATION IN MID-CONTRACT: Thirty (30) days written notice given by Employee to the School. Compensation/benefits paid to date of termination.</p> <p>GROSS MISCONDUCT OR VIOLATION OF CONTRACT: Gross misconduct: immediate termination. Salary and benefits will be paid to the date of termination. Violation of contract: thirty (30) days termination notice from the Director. Salary and benefits paid to date of termination.</p>

	EXPATRIATE OVERSEAS HIRE	EXPATRIATE LOCAL AND NATIONAL HIRE
TERMINATION OF CONTRACT (Continued)	EMERGENCY SCHOOL EVACUATION: If School is permanently closed, travel, shipping and other/end-of-contract benefits, plus three (3) months salary paid to employee, but not more than remaining value of the contract. If the School is closed temporarily, School's evacuation policy pays cost of air transport, per-diem and salary in a safe haven for thirty (30) days, at which time they are required to return to Phnom Penh or sent to Home of Record.	EMERGENCY SCHOOL EVACUATION: If School is permanently closed, end-of-contract benefits (pro-rata) and three (3) months salary paid to employee, but not more than remaining value of the contract. If the School is closed temporarily, School's evacuation policy pays cost of air transport, per-diem and salary in a safe haven for thirty (30) days, at which time they are required to return to Phnom Penh or contract is ended. Not applicable to local national staff, except for payment of salary and benefits.
SALARY DEDUCTIONS	Allowed if deductions relate to contractual obligations or benefits. At close of each school year, all outstanding encumbrances are deducted from the May salary.	Allowed if deductions relate to contractual obligations or benefits. At close of each school year, all outstanding encumbrances are deducted from the May salary.
DUPLICATION OF BENEFITS	If spouse is employed by School, no duplication of benefits in housing, tuition waivers or insurance benefits. If non-teaching spouse is employed by another organization, school will not provide same benefits provided by that organization. If overseas couple divorce or separate, no additional housing allowance provided for employee who moves from residence.	If spouse is employed by School, no duplication in insurance benefits and tuition waivers. If non-teaching spouse is employed by another organization, school will not provide the same benefits provided by that organization.
REDUCTION IN ASSIGNMENT	Thirty (30) days written notice. Salary adjustment occurs on effective date of re-assignment.	Thirty (30) days written notice. Salary adjustment occurs on effective date of re-assignment.
PAY PERIODS	Twelve (12) pay periods per year with June and July payments combined in May salary. Issued on last working Friday of each month. Direct deposit available as per school guidelines at option of employee.	Twelve (12) pay periods per year with June and July payments combined in May Salary. Issued on last working Friday of each month. Direct deposit available as per school guidelines at option of employee.
SIMULTANEOUS EMPLOYMENT	While under full-time contract with ISPP, tutoring ISPP or non-ISPP students for pay is prohibited. During vacations and holidays, academic tutoring for pay is allowed except for the teacher's own ISPP students. Full or part-time continuous employment with another organization is prohibited while under full-time contract with ISPP.	While under full-time contract with ISPP, tutoring ISPP or non-ISPP students for pay is prohibited. During vacations and holidays, academic tutoring for pay is allowed except for teacher's own ISPP students. Full or part-time continuous employment with another organization is prohibited while under full-time contract with ISPP. PART-TIME TEACHERS (LESS THAN 100%): With written authorization from Director, part-time teachers can tutor ISPP or non-ISPP students for pay, excluding students in his/her own classes. Director must be informed of employment with another organization.
STAFF DEVELOPMENT CONFERENCES	Provided according to annual budget and Director's approval. Note: This is not a contractual benefit.	Provided according to annual budget and Director's approval. Note: This is not a contractual benefit.

	EXPATRIATE OVERSEAS HIRE	EXPATRIATE LOCAL AND NATIONAL HIRE
NOTIFICATION OF EMPLOYMENT INTENT	<p>If School is offering a contract to employee, this must be done by November 15. Employee must either sign contract or submit letter of resignation by December 15. Failure to meet deadline results in forfeiture of termination travel, shipping and severance benefits.</p>	<p>If School is intending to offer a contract to employee, a letter of contract intent must be sent to employee by November 15. Letter of intent returned to Director by December 15 indicating intent to leave or return the next school year. Contracts offered by March 15 and returned by April 1, either signed or unsigned with a letter of resignation.</p> <p>PART-TIME TEACHERS (LESS THAN 100%): Contracts are offered if and when a position is available.</p>