

A. Placement Upon the Salary Scale

All professional teaching staff will be placed in a Class and upon a Step of the salary scale, and such Class and Step will be stated in the teacher's contract.

B. Placement in a Class

1. The Class in which a teacher is placed will depend upon the educational qualifications, teaching credential, and additional credits that he/she has obtained which are pertinent to the teaching assignment that he/she is to undertake. It will be determined in accordance with the following system of classification. In all cases below, the standards described relate to those obtained in reputable educational institutions in the USA.
2. The Head of School will ensure that qualifications, credentials attained, and additional studies undertaken in countries other than the USA are given their due recognition when placing teachers in their proper Class.

C. Classification System For Initial Placement - All Nationalities

Class FE-1	Two years of higher education beyond High School
Class FE-2	Three years of higher education beyond high school, but short of baccalaureate degree, or equivalent
Class FE-3	Baccalaureate degree, i.e. a four-year degree program or equivalent
Class FE-4	Baccalaureate degree, plus 15 semester units
Class FE-5	Master's degree, or baccalaureate degree plus 30 semester units *
Class FE-6	Master's degree plus 15 semester units
Class FE-7	Master's degree plus 30 semester units
Class FE-8	Ph.D or Ed.D.

*Only graduate credits earned after the completion of the M.A. will be considered for advancement beyond Class FE-5.

8.430R

3. To establish the proper Class at the time of engagement of a teacher, or when a teacher seeks reclassification to a higher Class, the teacher must provide to the school all relevant diplomas, certificates, and course transcripts within 30 calendar days of first day of duty. In the case of teachers from countries other than the USA, the school will consider any formal, substantial evidence documenting the teacher's qualifications, credentials, or additional studies.
4. After initial placement in a Class, JIS-Graduate Credits earned from courses related to teaching assignments and the core professional development strands are the only credits that can be used for salary advancement. One course related to host country culture/language can be included for salary advancement credits. Wellness courses do not meet the criteria of accrued credits for salary advancement. Prior to enrolling in a course of study it is recommended that faculty first check with HR or the Curriculum Office to verify salary advancement parameters.
5. Only qualifications, certificates, and additional credits received from recognized educational institutions will be taken into account. Advancement to a higher Class may be accomplished by acquiring the degrees or credits required to conform to the Class definition and having those degrees or credits approved by the Head of School.
6. In the case of teachers from countries other than North America who are pursuing studies in colleges which do not award similar credits or semester units, a letter from the institution would be required before the Head of School can grant approval for any advancement. For example, a teacher in Class III pursuing an M.A. would be eligible for advancement to Class IV following written testimony from the university or college that the teacher is halfway towards completion of the requirements for the award of the M.A. A teacher would be eligible if following a program at a similar level to an M.A., and for which a baccalaureate degree or its equivalent is a prerequisite, contingent on written testimony from the university or college. Advancement to Class V would require completion of the M.A. or the equivalent of 30 semester units at the graduate level. Only graduate credits earned after the completion of the M.A. will be considered for advancement to Class VI.

D. Placement on a Step

Placement on a Step is contingent on previous experience at JIS or another recognized school.

1. A teacher who is employed by the school but who has less than two years prior teaching experience will be placed on Step 1.
2. For each two completed years of teaching experience at a recognized school, a teacher newly engaged by JIS will be granted one Step advancement on the JIS salary scale subject to a maximum of five Steps.

**STARTING STEP
ON JIS SCALE**

- | | |
|--|--------|
| • Less than two years prior experience | Step 1 |
| • Two years but less than four | 2 |
| • Four years but less than six | 3 |
| • Six years but less than eight | 4 |
| • Eight or more years | 5 |

3. After completion of a contract year, a teacher will normally be placed upon the next highest Step of the same Class for the following contract year.
4. To advance in the manner stated in No. 3 above, a teacher must work at least half the school day throughout the school year or full-time for at least one entire semester. Teachers who work less than half the school day will progress one Step each two years.

E. Salary Scale

1. **General**

To continue to attract teachers of the highest competence within all the teacher designations, the school recognizes it is necessary to offer to teacher's remuneration which is competitive and which takes into account employment conditions in the countries in which teachers are recruited.

2. **Unplanned Adjustments**

In the event that there is an unforeseen economic change which significantly affects the income of any teacher designation and which in the judgment of the Head of School requires an adjustment to their remuneration, such an adjustment will be made only if the change falls within Board of Patrons Executive Limitations.

F. Salary Payments

The salary for all expatriate faculty is paid in US dollars. Your salary will be paid monthly starting in August and finishing in June of the following year. The salary payment date is the last business day of the month. The Business Office will establish and post the specific payment dates for all JIS staff at the beginning of the year.

There are three options by which you may choose to select your annual salary and once selected, may not be changed until the next school year. You will not have to choose your payment option until you arrive in Jakarta.

Option A: (5-10-5) – 5% Annual of Salary in August & June, 10% of Annual Salary September through May

Option B: (5-7.75-25.25) – 5% of Annual Salary in August, 7.75% of Annual Salary September through May, 25.25% of Annual Salary in June

Option C: (9.09-9.10) – 9.09% of Annual Salary August through May, 9.10% of Annual Salary in June

Amended: December 11, 1996

Salary Scale - Expatriate Faculty

2009/2010												
STEP	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
CLASS												
FE-8 - PHD	49,303	51,139	53,048	55,034	57,099	59,246	61,481	63,804	66,219	68,734	71,346	74,064
FE-7 – MA +30	46,707	48,439	50,240	52,115	54,064	56,090	58,198	60,390	62,668	65,040	67,506	70,071
FE-6 – MA +15	44,250	45,883	47,584	49,350	51,188	53,101	55,089	57,156	59,307	61,542	63,868	66,287
FE-5 – MA	41,946	43,490	45,093	46,760	48,495	50,298	52,176	54,125	56,155	58,263	60,458	62,740
FE-4 – BA +15	39,747	41,202	42,713	44,286	45,923	47,625	49,392	51,230	53,145	55,133	57,203	59,354
FE-3 - BA	37,690	39,064	40,489	41,972	43,517	45,119	46,789	48,524	50,330	52,208	54,160	56,190
FE-2	34,009	35,233	36,504	37,829	39,208	40,638	42,127	43,680	45,288	46,966	48,709	50,521
FE-1	30,731	31,826	32,962	34,146	35,375	36,654	37,984	39,367	40,805	42,302	43,858	45,478

SALARIES ARE EXPRESSED IN TERMS OF NET PAY – FREE OF TAX

PERSONNEL POLICY REGULATIONS, 2009/10

Policy Regulation:

8.4401

BENEFITS SUPPLEMENTAL – Expatriate – Overseas Hire

All full-time expatriate overseas hire faculty shall be entitled to the following supplemental benefits

- a) **Home of Record:** For the purpose of determining benefit status and levels, a home of record (HOR) shall be established for the employee and dependents, if any, at the time of the individual's employment by JIS and shall not change during a period of continuous employment with JIS. The employee's home of record shall be based on the employee's/dependent's country of citizenship or their country of primary owned residence or real estate or location where the individual was living prior to employment with JIS. Effective with the 2007/2008 contract year, any expatriate employee who is employed by Jakarta International School as a single person shall have the benefits granted to individual as defined under the "Benefits Supplement – Expatriate – Overseas Hire". The same benefits shall be extended to one (1) non-adult dependent. No benefits shall accrue to a spouse not teaching at JIS or dependents over and above the one (1) qualified non-adult dependent. Teaching Couples shall have the benefits granted to them as defined under the "Benefits Supplement – Expatriate – Overseas Hire", in addition, up to a maximum of two (2) non-adult dependents. Faculty employed as of 30 June 2007 shall continue to retain all benefits related to qualifying dependents previously stipulated in "Benefits Supplement – Expatriate – Overseas Hire".
- b) **Indonesian Income Taxes:** The School shall pay, on behalf of the individual; all appropriate Indonesian income taxes on JIS derived income. The school is not responsible for personal income tax filing and payment of any and all Indonesian income taxes imposed on the individual's non-JIS derived income. Further, the school is not responsible for any and all income taxes imposed by the individual's country of nationality on any of the individual's income and earnings.
- c) **Retirement Fund:** All full-time expatriate overseas-hire faculty shall be eligible to apply to and become participants in the School's retirement program.
- d) **Travel - Initial Employment:** Each overseas hire faculty member and qualifying dependents shall be provided with a one-way economy class ticket or its cash equivalent as determined by the Business Office, between Jakarta and the individual's home of record as established at the time of the signing of the individual's employment contract. Travel arrangements shall be such that the individual will arrive in Jakarta on the day prior to the starting date of the individual's first contract period with the school. The School shall only provide transportation to those qualifying dependent children who shall be residing in Jakarta for a full academic year. The School reserves the right to make exceptions to the dependent's travel arrangements in the event, personal and/family circumstances require that a dependent child takes up permanent residence in Jakarta after the school year has begun.
- e) **School Fees:** Each expatriate overseas hire faculty member, who is employed full-time by the School, shall be eligible for a tuition scholarship including, (Tuition, Capital Fee, Bus Fees, and Bus Chaperone Fees) for one (1) dependent child enrolled at JIS. Expatriate faculty members employed by the School and who are husband and wife shall be eligible for a tuition scholarship for the aforementioned

fees for up to two (2) dependent children, who are resident in Jakarta and enrolled in JIS. Expatriate overseas faculty members, who were employed by the School as of 30 June 2007 shall continue under the tuition scholarship program previously granted so long as the employee remains in the continuous employment of the School.

- f) **Housing:** The School, at its option, shall provide the full-time overseas hire expatriate faculty member with one of the following:
- i) **School-Provided Housing:** Each teaching couple shall be provided a residence equipped with basic furnishings and major appliances. Similar accommodations may be arranged for all single teachers. Upon completion of the individual's first full year of employment, a teaching couple or a single faculty member may request a Housing Allowance in lieu of school-provided housing. The granting of the Housing Allowance shall be at the sole discretion of the School and shall be based on accommodation inventory and availability.
 - ii) **Housing Allowance:** In lieu of school-provided housing, the School may grant the expatriate overseas hire faculty member a Housing Allowance of US \$ 12,936 for a single faculty member or married faculty member with non-teaching spouse, US\$15,246 for a single parent with child(ren), US\$17,490 for a teaching couple and US\$19,008 for a family in which both parents are teaching and have qualifying dependants. Housing Allowances cover the contract period of 1 July to 30 June each year.

g) **Medical Plan:**

- A. The School shall provide each expatriate faculty member an appropriate Medical and Hospitalization Plan.
- B. The School shall enroll and pay the annual membership fee for overseas hire faculty member and qualifying dependents in the plan provided by International SOS, for use of their Jakarta-based clinics.
- C. i) **Medical Travel:** Medical travel of the individual and qualifying dependents shall be coordinated by JIS and International SOS on the following basis:
 - 1. **MEDICAL EMERGENCY:** A medical emergency shall be deemed to be a situation where urgent medical evacuation is required as soon as it can be arranged. In the event of a Medical Emergency,
 - (a) International SOS shall confirm that the individual's condition is sufficiently grave to warrant emergency medical evacuation and that appropriate medical care is available in Singapore.
 - (b) International SOS must contact the appropriate insurance provider for pre-certification to execute medical evacuation of the individual by charter or escorted commercial flight; JIS shall guarantee the patient's evacuation expenses; the patient shall file insurance claim for evacuation and medical expenses.

2. **MEDICAL URGENCY:** A medical urgency shall be deemed to be a situation where urgent medical treatment is required, usually within a matter of days and the patient is able to travel by commercial flight without a medical escort. In the event of a Medical Urgency,
 - (a) International SOS shall confirm that the individual's condition is NOT a medical emergency, but cannot be delayed and is of a critical time sensitive nature and that appropriate medical care is available in Singapore.
 - (b) JIS agrees the provisions of the Personal Illness/Injury policy apply to the individual and as such, shall provide: round-trip economy ticket; fiscal and airport taxes; lodging cost at school-approved hotel. Patient shall file insurance claim for medical expenses. Patient must be prepared to pay all up-front charges for outpatient care.
3. **REFERRAL FOR FURTHER CONSULTATION:** A referral for further consultation shall be deemed to be a situation where routine medical examinations and investigation/treatment of conditions that are not life-threatening nor critically time sensitive but require some form of medical intervention or surgery and would be better served in Singapore. In Referral for further consultation cases, overseas consultation and/or treatment can be safely deferred until a period that is least disruptive to instruction. Individual shall seek to undertake these consultations outside of school days. In the case of Referral for Further Consultation,
 - (a) JIS shall not be involved unless employee requests. Patient shall first use of Personal Days then Illness/Injury leave when seeking consultations on school days; patient may file insurance claim for medical expenses. Illness/Injury leave shall not be granted for surgery that in the opinion of the attending physician could be postponed until a time when the school is not in session.

ii) **Medical Travel**

1. **Medical Travel Expenses:**

- (a) In the event that the faculty member or their qualifying dependent(s) is required to travel from Indonesia for **MEDICAL EMERGENCY OR URGENCY**, the School shall provide a round-trip, economy-class air ticket to Singapore. If a medical urgency arises in proximity to annual home leave, only one airfare (medical or home leave) will be provided by the School.
- (b) If required treatment is not available in Singapore, the Head of School or his designee may approve, in advance only, the payment for an airline ticket to another location subject to the recommendation of International SOS's coordinating doctor. If a faculty member elects on his/her own to travel to a location other than Singapore, the School shall only be liable for the cost of the airline ticket to Singapore.

- (c) If it is required for any other person(s) to accompany the evacuee, a further air ticket(s) will be provided for such person(s).
- (c) Exit fiscal charges and immigration expenses will be paid by the School in respect of the evacuee and any other persons(s).
- (e) If a Medical Emergency or Urgency result in major surgery and the Surgeon requires a follow-up visit, the School will provide one (1) round-trip, economy-class air ticket to Singapore on an airline of the School's choice for the first follow-up visit only.
- (f) Non-medical charges by medical providers such as Ground Assistance and Transfer, Telecommunication Charges, Case Fees, Taxes and currency fluctuation, etc., may or may not be reimbursed by Health Insurance and shall be the responsibility of the patient.
- (g) In the case of Medical Evacuation, Medical Urgency or any other instances or treatment which may be considered significant because of their cost, it is the responsibility of the insured individual to contact their insurance provider for Pre-certification.

It is not necessary to pre-certify every insured event, but the individual is expected to notify the insurance provider to follow the recommended procedures for:

- Confinement in a hospital (scheduled or emergency)
- Advanced tests beyond the first doctor visit
- Outpatient skilled nursing care
- Maternity care
- Any other course of treatment which is anticipated to cost more than \$10,000.

- All Medical Transportation as described in Medical Evacuation/Urgency.

Pre-certification should be sought by a telephone call or e-mail at least 48 hours in advance for planned surgery or hospitalization. In cases of emergency admissions to a hospital, the call must be made as soon as possible after admissions, at least within 48 hours. Medical Evacuation that is not arranged by, or with the agreement of the insurance company will not be reimbursed. Pre-certification is the responsibility of the covered person, not the medical provider. Pre-certification should be sought by a telephone call or e-mail at least 48 hours in advance for planned surgery or hospitalization. In cases of emergency admissions to a hospital, the call must be made as soon as possible after admissions, at least within 48 hours. Medical Evacuation that is not arranged by, or with the agreement of the insurance company will not be reimbursed. Pre-certification is the responsibility of the covered person, not the medical provider. Medical coverage in North America under the BUPA scheme is only provided for emergency situations when traveling as a tourist for a period up to 30 calendar days. Scholars/HTH

members are covered for elective medical treatment in North America at a level of 90% within their First Health Network and 70% outside the network. Participant should consult their individual provider when in doubt of coverage options.

iv) Hotel Expenses and Accommodation

For a period during which the patient (or the person(s) accompanying the patient) is not staying in a hospital, the School shall pay lodging per diem of up to fourteen (14) days. The individual may obtain an advance from the School to assist in meeting the cost of the lodging. The patient's period of absence from the School will be regarded as sick leave and will be subject to the Personal Illness/Injury policy.

v) Patient Not Returning to Jakarta

In the event that a patient will not be returning to Jakarta, either because the individual's sickness prevents their return or because the period of their absence extends beyond the contract period, the Head of School or his designee may authorize advance payment of the normal travel allowance and other payments to which the employee is entitled to upon contract completion or termination.

vi) **Health Examinations:** The School shall reimburse up to US\$450 per person for annual physical, eye examination, and purchase of frames and prescription lenses for teacher and dependents. Reimbursement for essential vaccinations may also be included under this provision. Health Examinations expenses incurred after the last day of a teacher's contract will be applicable to their subsequent contract and be reimbursed after the new contract begins. Health Examinations expenses incurred in Rupiah will be reimbursed in Rupiah.

vii) **Dental:** During each contract period, the School shall reimburse dental expenses up to US\$800 for a single faculty member, US\$1,400 for a family with a non-teaching spouse or an overseas-hire teaching spouse and no dependents, and US\$2,000 for a family with an overseas-hire teaching spouse and dependents. The dental expenses of qualifying dependents who are not residing in Jakarta; who are full-time students in an accredited institution, who are unmarried and not employed on a full-time basis and who are between the ages of 19 and 25 may be claimed under the aforementioned amounts. Dental expenses incurred after the last day of a teacher's contract will be reimbursed after the date on which the new contract begins. Dental expenses incurred in Rupiah will be reimbursed in Rupiah.

Dental allowances unused as of 30 June may be carried over for credit up to 31 December of the same year, except in the case of the termination of employment, in which case, all benefits cease on the date of employment termination.

viii) **Hepatitis Vaccinations:** Upon request, the School shall provide Hepatitis A and B vaccinations to first-year expatriate overseas hire faculty members and their qualifying dependents. The vaccinations are normally organized on campus during the month of September.

- ix) **Tuberculosis Screening:** All employees are required to have an annual screening for tuberculosis. This requirement can be met by a PPD skin test (either Mantoux or Tine), a chest X-ray or by presenting certification of a BCG vaccination within the last five years. Employees with a severe and documented hypersensitivity to PPD may provide a signed annual review of symptoms for Active Tuberculosis augmented with a chest X-ray every three years. Annual screening will be done at the commencement of each school year. Upon request, the School shall provide Hepatitis A and B vaccinations to first-year expatriate overseas hire faculty members and their qualifying dependents. The vaccinations are normally organized on campus during the month of September.
- h) **Insurance - Life:** The School shall pay the cost of a School-selected life insurance scheme provided the faculty member meets the criteria set forth by the School's underwriter. Normal coverage will be two (2) times the faculty member's annual base salary. Coverage details can be provided upon request.
- i) **Insurance – Disability:** The School shall pay the cost of a School-selected disability insurance scheme. Complete details of coverage are available from the HR office. In general, the scheme replaces sixty percent (60%) of an individual's monthly salary in the event that a disability, as determined by the underwriter, prevents an employee from fulfilling their contract responsibilities. If the disability occurs during a period after the employee begins the school year, JIS will supplement the paid benefit amount in order to guarantee the individual receives their total annual salary through the current contract period.
- j) **Leave - Compassionate:** When Compassionate Leave is granted to the faculty member or dependent spouse, the School shall provide one (1) round-trip economy ticket to the qualifying individual. In the event, compassionate leave arises in proximity to an individual's annual home leave, only one airfare (compassionate or home leave) will be provided by the School.
- k) **Leave - Interview Leave:** The School shall provide each full-time expatriate faculty member up to three (3) Personal Days and two (2) paid Interview Leave Days to enable the faculty member to attend recruitment fairs or job interviews outside Indonesia. Faculty members in their second or subsequent year of full-time JIS service may request and be granted with the approval of their Principal the use Personal Days and Interview Leave Days for interview purposes. In all cases, an individual's remaining Personal Days must be utilized before paid leave shall be authorized.
- l) **Leave - Paternity:** The School shall provide each full-time expatriate faculty member up to three (3) Personal Days and up to five (5) paid Paternity Leave days to attend the births of their children, and/or to attend to the associated paperwork. Unpaid Leave may be used to extend the Paternity Leave for up to a further three (3) days. The period during which such leave may be taken is one week before the due date and/or one week after the birth of the child
- m) **Allowance - Car Running:** Effective with the 2008/2009 Contract Year, a portion the previous Car Running Allowance has been rolled in to the salary scale. Each fulltime expatriate overseas teaching couple employed prior to July 1, 2008, and eligible for the car-loan plan shall receive the remaining portion of the Car Running Allowance of US\$60 per month for a period of the ten (10) months within the school year to help defray insurance, registration, and servicing costs. Single overseas hire faculty will receive US\$130 per month and teaching couples where one member

teaches at Cilandak/Pondok Indah/ the other member teaches at Pattimura will receive the remaining Car Running Allowance of \$160 per month for a period of the ten (10) months of the school year. All fulltime expatriate overseas hire faculty members or teaching couple who are eligible for a car loan plan but have not used it will receive this allowance to defray the cost of alternative transport.

n) **Allowance – Settling In:** Each expatriate overseas hire faculty in their first year of employment shall be paid a one time settling in allowance of US\$3,000. In addition, an allowance of US\$1,000 shall be paid for each qualified dependent residing in Jakarta. This supplemental allowance is designed to assist the individual in meeting first-year costs, such as shipping personal effects to Jakarta, overweight baggage, home improvement, and purchasing needed goods in Jakarta.

a. Effective with the 2008/2009 Contract Year, the former Displacement Allowance has been rolled in to the salary scale. Faculty members employed prior to July 1, 2008 shall continue to receive the prior displacement allowance of US\$825 for each qualified dependent residing in Jakarta. The allowance will be paid upon the employee's return to Jakarta and available on the first duty day.

o) **Allowance - Travel:** At the completion of each contract period covering a full school year, the School shall pay to the individual the equivalent of the cost of an economy round trip class air fare for selected airlines using a direct route between Jakarta and the teacher's home of record. Upon completion of the individual's final contract period, the School shall provide to the individual as an allowance, the cash equivalent of the cost of a one-way economy class airfare using a direct route between Jakarta and the teacher's home of record. The School shall pay to the individual a similar allowance for each qualifying dependent. In the case of a dependent child, the allowance will be the equivalent of the cost of a normal one-way economy ticket appropriate to the age of the child. Only qualifying dependent children who reside in Jakarta for a full academic year shall qualify for a travel allowance.

p) **Car-Loan Plan:**

1. **Purpose:** The car loan constitutes financial assistance to allow expatriate faculty members to acquire a vehicle in Jakarta without the need for a large initial cash outlay.
2. **Loan:** The loan to each participant will be repaid to the school over a maximum of seven years (70 months). The payment will be applied in ten equal installments from the salary payments of September through June. A loan will be renewable every seven years, with an option to pay the loan in full after five years and renew the loan.
3. **Limitations:** Financial assistance is provided to the participants as a benefit associated with the individual's Contract of Employment. Thus, the assistance is only available while such a contract is in force except that if a contract has been signed by the individual for a further period of employment following the current period, then in the interim period between both contracts, the loan shall remain in effect as though there was no break in employment. Upon termination of the individual's final contract, funds advanced and not yet repaid become immediately due for repayment.

Note: Upon termination of employment, it is anticipated that the program participant will sell his/her vehicle for whatever the market will allow and repay the outstanding loan balance taking whatever profit or loss may have been incurred.

4. **Eligibility:** Financial assistance is provided for each expatriate overseas-hire teaching couple or single faculty member. A teaching couple is not eligible for consideration as two single faculty members but is regarded as one participant for this policy.

The financial assistance provided has associated with it the requirement to furnish proof as to the way in which the loan funds will be applied (such as a proforma bill for sale). Funds will only be made available when such proof has been provided to the Administration.

5. **Amount:** The amount available under this scheme for loan to each new participant will be reviewed and established annually by the Administration.

6. **Specific Provisions:**

- a) The School will lend to each participant a maximum amount up to one hundred percent (100%) of the cost to purchase a new vehicle. The maximum loan amount for 2007/08 shall be the equivalent of US\$22,000 at the school's rate of exchange at the time of purchase. The maximum loan amount for the purchase of used vehicles shall be ninety percent (90%) of the retail value as established by the Business Office.
- b) Each participant in the car loan program shall be required to participate in the School's comprehensive insurance program due the term of the loan. The cost of the vehicle's insurance shall be borne by the participant.
- c) Until such time as the participant's loan has been fully paid off, The School shall retain posses of any and all ownership documents. Additionally, the School will hold the insurance policy required in Paragraph (2) above.

q) **Computer Purchase Loan:** The computer loan constitutes financial assistance to allow expatriate faculty members to purchase a computer and/or peripheral hardware for professional and personal use in Jakarta. After such purchase, any sum left over within the maximum amount available may be used for the purchase of JIS curriculum-related educational software. The loan to each participant will be repaid to the School in equal installments from salary, from the commencement of the loan through June.

r) **Departure (Exit) Tax:** The reimbursement or advancement of departure (fiscal) tax by the School shall be made on the following basis:

1. Single Faculty member: a maximum of four (4) per fiscal year, July 1 - June 30.
2. - Faculty Family: the maximum number in any fiscal year, July 1 - June 30, shall be four times the number of eligible employees and qualifying dependents.

- s) **Utilities and Night Security:** For faculty members assigned to school-provide housing, the School shall
- a. cover the cost of the reasonable consumption amount of water and LPG,
 - b. cover one hundred percent (100%) of the cost of electricity up to 1,400 kilowatt hours per month with the School covering fifty percent (50%) of the costs of the next 400 kilowatt hours per month. All electricity consumption above 1,800 kilowatt hours per month shall be for the individual's account.
 - c. In cases where security is not provide an annual allowance of RP 2,100,000 payable at the completion of the contract period to assist in the payment of night security employed by the individual to secure the school-provided housing.
- t) **Stipends:** Annual stipends for Supplementary Positions including but not limited to Department Chairs and Grade-Level Coordinators shall be paid on a monthly basis over a ten (10) month period within the school year.
- u) **Visas, Work Permits:** The School shall assume full responsibility for arranging and meeting the cost of the required semi-permanent visas and permits. The School shall arrange and pay for official school business and emergency evacuation visas, exit permits, and departure (fiscal) tax. If such documents are lost or stolen, the individual will assume full financial responsibility for their replacement.
- v) **Proration of Benefits:** Any professional staff member who leaves the employ of JIS before the stipulated termination date of his/her contract shall be subject to proration or loss of benefits including, but not limited to, displacement allowance. Professional staff entering the employ of JIS after the start date of either semester or who are employed less than full time will also be subject to prorating of benefits.
- w) **Emergency Evacuation (non-medical):** In the event, a non-medical emergency evacuation is declared by the Head of School, the expatriate overseas hire faculty member and qualifying dependents may be returned to the individual's home of record if the individual so chooses . If a non-medical emergency evacuation is declared by the Head of School and the individual elects to depart Jakarta, the individual's employment contract will be terminated on the date that a non-medical emergency evacuation was declared and the School shall pay the individual severance as follows:
1. If the non-medical evacuation date occurs in the 1st quarter of the school year, severance shall be four (4) times the individual's monthly salary.
 2. If the non-medical evacuation date occurs in the 2nd quarter of the school year, severance shall be three (3) times the individual's monthly salary.
 3. If the non-medical evacuation date occurs in the 3rd quarter of the school year, severance shall be two (2) times the individual's monthly salary.
 4. If the non-medical evacuation date occurs within the first two months of the 4th quarter of the school year, severance shall be one (1) times the individual's monthly salary.

Natural catastrophes, civil unrest and disorder and act of terrorism could result in the declaration of a non-medical emergency evacuation. An emergency of an individual nature is not covered by this regulation section.

Non-medical emergency evacuation to the home of record will only take place in the event of an emergency which is of a permanent or semi-permanent nature. In the event of temporary emergency closures requiring evacuation of personnel, the evacuation will normally be to the nearest safe haven.

