



European School LLC

შპს ევროპული სკოლა

Compensation and Benefits Policy



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Contents

Terminology	3
1. Introduction.....	4
2. Purpose.....	4
3. Applicability of the Policy	4
4. General Rules.....	4
5. Salary Scale	4
6. Benefits Package	5
6.1. Benefits Package for local staff:.....	5
6.2. Benefits Package for International Staff	5
7. Bonus and Monetary Assistance	6
8. Supporting References	6

Terminology

Term	Description
European School LLC	A limited liability Company emphasizing a multilingual and multicultural pedagogical approach to the teaching of Kindergarten, primary and secondary students, leading to the International Baccalaureate as their secondary leaving qualification
Benefits	Additional advantages to compensation, which include non-monetary support, such as health insurance and other special services offered at discounted or no cost.
Code of Ethics	A code of ethics in the Company is a set of guiding principles intended to ensure that the Company and the Employees act honestly and with integrity in all aspects of its day-to-day operations
Compensation	Employee's regular salary, bonuses, allowances, premiums, and financial assistance.
Line Manager	A person with direct managerial responsibility for a particular employee
Policy	A policy document is a high-level statement that reflects the intent and direction from the top management. Once published, it is mandatory for everyone within the organization to abide by the policy.
Procedure	A procedure is a series of systematic steps to be followed for accomplishing a particular activity or a task, which is predefined by the Organization. It is often implemented or referred to in the form of a standard operating procedure (SOP).
Staff Manual	Also known as an employee handbook or employee manual, is a collection of rules, policies and procedures outlining everything employees need to know about working at that company
Academic Personnel	Employees who are directly involved in the academic process.

1. Introduction

The Compensation and Benefits Policy (hereafter "the Policy and Procedure") is a formal document of European School LLC (hereafter referred to as "the School"). This Policy outlines a detailed overview of the rules related to compensation and benefits, which are in accordance with the School's Internal Regulatory Acts – including - "Staff Manual", "Teacher's Handbook" and the "Code of Ethic" documents – as well as the current Labor Law of Georgia (hereafter referred to as the "Labor Law") and other relevant legislation.

2. Purpose

The purpose of Compensation and Benefits Policy is to ensure that school employees are aware about the compensation and benefits rules defined by the school's internal regulations, which include:

- 1) The administration of compensation and benefits, employee remuneration, and compensation processes;
- 2) Establishing fair and competitive salaries in the European School;
- 3) Attracting and retaining qualified employees by creating a competitive system in labor market;
- 4) Promoting fairness and compliance.

3. Applicability of the Policy

This Policy applies to all employees of European School LLC, irrespective of their position, status, length of service, level, and type of employment, unless otherwise specified in an employment agreement.

4. General Rules

- 1) Compensation and benefits packages are regularly set for both local and international teachers, as well as other school employees. To maintain competitiveness, the school management conducts an annual review of the compensation and benefits policy.
- 2) This policy has been developed in full accordance with the current legislation of Georgia.

5. Salary Scale

- 3) The monthly salary for full-time teachers, administrative, and support staff is fixed, while part-time teachers' salaries are calculated based on the actual number of teaching hours worked during the month. The salary scale for teachers (in GEL), based on teaching hours (where one teaching hour equals 45 minutes), is provided in *Table N1*.
- 4) Salaries are paid monthly via bank transfer, by the 10th (tenth) day of the following month.
- 5) A teacher's position on the salary scale may change based on factors such as increased experience, transition to a different program, or work performance evaluations.

Table N1. Basic net salary scale for teachers per teaching hour (duration of teaching hour is 45 minutes) in GEL.

Program	
Georgian Program	25-35 GEL
IB PYP	25-42 GEL
IB MYP	25-56 GEL
IB DP	40-65 GEL
ASAS	30-60 GEL

6. Benefits Package

6.1. Benefits Package for local staff:

In addition to the competitive monthly salary, the European School provides the following benefits to local employees:

- 1) Opportunities for professional development;
- 2) Corporate health insurance coverage for the employee and their family members;
- 3) Access to a family doctor at the school premises;
- 4) Corporate mobile phone package;
- 5) Special tuition rates at the European School for employees' children;
- 6) Corporate-priced Fitpass;
- 7) Free parking;
- 8) 40 days of paid leave for academic staff;
- 9) An additional 7 days of paid leave, subject to approval by the line manager, for all school employees;
- 10) Paid leave for academic purposes.

6.2. Benefits Package for International Staff

The European School offers a competitive salary and benefits package to employees with foreign citizenship. In addition to the monthly salary, employees with foreign citizenship may receive the following benefits at the discretion of school management:

- 11) Annual reimbursement of airfare (economy class) from the country of employment (or residence) to the country of destination and back
- 12) Partial or full reimbursement of accommodation expenses
- 13) One-time reimbursement for baggage transportation expenses
- 14) One-time reimbursement for initial settle costs
- 15) End-of-contract bonus
- 16) Comprehensive health insurance package for the employee and their family members (spouse and children)
- 17) Opportunities for professional development
- 18) Corporate health insurance coverage for employees and their family members
- 19) Access to a family doctor at the school
- 20) Corporate mobile phone package

- 21) Special tuition rates at the European School for employees' children
- 22) Corporate-priced Fitpass
- 23) Free parking
- 24) 40 days of paid leave for academic staff
- 25) An additional 7 days of paid leave, subject to approval by the immediate supervisor, for all school employees
- 26) Paid leave for academic purposes

Note: School provides support and assistance to international staff in obtaining relevant visa and residence permit for them and their family members to live and work in Georgia. School also assists them in the processes of finding a relevant accommodation in Tbilisi, Georgia.

7. Bonus and Monetary Assistance

For additional successful projects in addition to main activities and/or in case of exceptional results, premium or bonus may be issued to encourage the employee.

Monetary assistance may be issued to school employees in the following cases:

- 1) Birth of a child;
- 2) Marriage;
- 3) Illness;
- 4) The death of a family member;
- 5) Monetary assistance may be issued in other cases in accordance with management decision.

8. Supporting References

- Research on Industry Wage Market Trends;
- Tax Legislation;
- Labor Code of Georgia.