



Prospective Employee Information Booklet



To be issued to candidates invited for interview

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The information below is intended to provide information during the recruitment process of new staff. There is also information regarding the process of relocating to the Red Sea and the paperwork and information that you need to provide for the school.

The school is privately owned by Orascom, but is registered as an Egyptian National Language school with an International Section. The national school teaches the Egyptian National Curriculum and the international school teaches the British National Curriculum. Pupils who attend the school are aged between 4 and 18. The school is a community school and is non-selective. Some facilities are shared by the whole school others are dedicated to the individual sections.

The school is situated in El Gouna which is a luxury town/resort with a beautiful marina and wonderful beaches. The life style here is relaxed and the facilities in the town are of a varied and are of high quality. There are many restaurants; water sport opportunities and racquet sports. The town has its own football stadium and team. Families relocate to El Gouna for the quality of life. The town continues to grow and new properties are being built on a number of developments. The local airport is Hurgharda which has direct flights to London Gatwick.

You must remember that Egypt is an African country and as such it is a third world country – however El Gouna is a purpose built town with features you would expect to see in a European country. The cost of living is very cheap and this is reflected in the salaries which seem lower compared to the UK but are high compared to other schools in Egypt and other African countries.

Information can be obtained regarding the town by putting El Gouna into an internet search engine. The school website is www.elgounaschool.net

Successful candidates will be issued with a staff handbook which will provide detailed information regarding the life and professional expectations of the staff.

Salaries and Benefit Structure.

Salaries

Teachers who join the school will, despite their previous experience, will come under the internal school salary scheme. (The point system based on length of services in school).

Years of Service	Scale point	Annual Net Salary in Euros	Monthly Net Salary	Tax and Insurance
1-2	1	21,600	1800	Fully funded by School
2-3	2	22,200	1850	Fully funded by School
3-4	3	22,800	1900	Fully funded by School
4-5	4	23,400	1950	Fully funded by School
5-6	5	24,000	2000	Fully funded by School
6-7	6	24,600	2050	Fully funded by School

These salaries are for full time teachers, part time teachers are paid on a pro-rata basis. In Egypt there is not an annual cost of living salary rise.

In addition Heads of departments will receive an additional salary for administrative and supervisory duties within their departments.

Head of Sections salaries will be calculated through negotiation with the Principal at the time of recruitment depending on the experience and qualifications of the candidates.

Salaries are paid on a monthly basis over 12 months of the year. Salaries are transferred into your bank account on the last day of each month (after 5:00 pm). All international staff are required to open an account at the local branch of HSBC which is in El Gouna for the transfer of the salary. After your arrival the Human Resources department will assist you in the opening of an HSBC bank account. Your bank account number should be given to the human resources for the salary to take place.

All colleagues must have an HSBC International bank card to enable them to withdraw their salaries in summer time from aboard. These cards carry a small charge of approximately 65LE (Egyptian pounds).

Benefits

1. An annual return ticket to the UK up to a maximum of £450 (inclusive of baggage). The school does not fund the shipping of personal items at the beginning or end of a contract.

2. Access to subsidised Medical Insurance (locally in Egypt) through the parent Company. The employee will pay 30% (which currently equates to 60LE) per month as a medical card fee and the parent company pays 70% as a subsidy. For the employee's family members, a subsidy of 50% is given against his family medical insurance. The company reserves the right to change the medical insurance company and to seek out the best deal at the time.
3. 50% Discount against school fees. This applies to the children of teachers only up to a maximum of two children. After this children will be charged at the full rate.
4. For any additional classes, (more than the agreed timetable) the teacher will be paid additionally with the agreement of the school Principal and the HR department.

Housing

The School applies the housing policy as implemented by Orascom. All staff are placed in company system on a level (A/B/C) according to your employment status and package. This level will affect your entitlement to housing accommodation.

All teachers are level A. Teachers are entitled to have a one bedroom apartment through Orascom. Company housing is basic and should not be compared with holiday rentals in the town. The school will maintain the apartments and has a planned programme of improvements.

For a couple, who are both working at the school and are therefore considered as working couple, the school will provide them with a 2 bedroom apartment.

In the case of accommodation being unavailable through Orascom, the teacher (according to his status, single/working couple) will be accommodated temporary in a studio/one bedroom or in a higher level (2 bedrooms) apartment until his/her level of accommodation is available. At this point the school reserves the rights to reallocate any/all teachers to their correct housing accommodation.

In the case of any teacher wishing to upgrade their accommodation condition due to personal circumstances, he/she will have to pay the difference of 400LE per month (2010-2011) per room (family, children etc). A request to upgrade accommodation will be granted based on availability, service length and priority. Prices are set and increased annually through Orascom.

A housing allowance is paid in case of:

- 1- Permanent teachers who own their own accommodation with receive a monthly allowance of 300 L.E.
- 2- Permanent teachers who wish to rent from outside Orascom with receive a monthly allowance of 300 L.E.
- 3- For Heads of Sections this allowance increases to 700 L.E. per month.

Equipment and furnishing in apartments.

It should be noted that apartments have very limited equipment. For example washing machines are not provided but two local laundries are located in the town. The internet is not standard and the employee needs to purchase this after their arrival.

General equipment includes – refrigerator; oven with 2 hotplates; small tv; beds (number according to size of apartment; bedding – sheets; blankets; pillows and pillow cases.

Discounts & Offers:

The HR department has negotiated the following discounts and offers around El Gouna for all colleague:

1. Special rates in Hotels (as per company policy) for our employees.
2. Discounts on transportation (Tok Tok, Shuttle Bus, Limousine) and all restaurants in El Gouna through the school I.D. card.
3. The Club House special rates for school staff.
4. Discounts on membership at Ali Pasha & Sheraton Hotel's Health Clubs.
5. Buying in instalments (monthly deduction from salary) from B. Tech company for home appliances in El Gouna
6. Special offers for mobiles and phone lines through the school.
7. Discounts for buying houses, and special deals for renting.

School Attendance

The school day begins at 8.00a.m. with registration.

In the event of sickness.

The school Principal and the Head of HR must both, receive a text message and/or a phone call before 7.45 a.m. informing them about any reason for absence. This is necessary to ensure classes are covered. Teacher attendance is monitored by the Ministry of Education therefore all absences must be recorded along with the reason for the absence. A text message, phone call or written note would be acceptable.

Sick leave must be supported by a dated medical certificate and a medical statement clarifying the reason for absence. Sick leave is fully paid for maximum a month.

After one month sick pay will be calculated at 75% of the employee's monthly salary.

After 3 months of sickness the employee's salary will be stopped.

Other absences

Any unauthorised days from the school year/term would be automatically deducted from the salary. Written requests (email) for absence should be addressed to the principal who will respond in writing and copy in the HR department.

3 days of absence without written permission or an approved reason, will result in an issuing of a warning which will be kept on your file. Repeating this action will result in the activation of the Labour Ministry penalty statements and a school internal statement. This may result in sacking, dismissal or the ending of the contract.

All employees are entitled to have 7 "casual" days annually (not as a run), and these casual absences do not apply to Thursday or Sundays. Where absence occurs on these days without supporting documentation the salary will be deducted. In case of emergencies such as the sudden sickness of a close family member, private circumstances, minor accidents or the finalising of private documents/papers these days are paid (no salary deduction would be applied).

What you will need to organise before you can work for El Gouna International School

The following papers/documents are required to finalise your contract in the school.

Please note that the expenses incurred in preparing the paperwork and gaining ministry approval will be met by the employee and not the employer.

In order to enable the HR Department to finalise the contracts through the Ministry of Education and the Ministry of Labour, as well as organise and stamp the work permits and residency for expatriates to legalise their stay as well as their work at the school and to fulfil the requirements of the Ministry of Education, the following papers should be presented:

For Foreigners:

The information below is needed to complete the confirmation of contract and a work permit. Some items cannot be completed until you arrive in El Gouna.

1. References /Letter of Recommendation.
2. A testimonial which demonstrates a minimum of 3 years British National Curriculum experience (must be provided). These original reference papers must be stamped from either the employee's embassy in Cairo or from the Egyptian Embassy in the employee's country. These then need to be translated from an officially approved translation office (the

Egyptian Embassy will provide the names of approved translators) and stamped from the same embassies as mentioned above.

NB where employees use a translator that is not officially recognised their paperwork will need to be translated again in Egypt at the expense of the employee.

3. Original Passports which will be kept for minimum 2 weeks with HR Department.
4. Original Degree and Education Certificate or notarised copy, to be translated into Arabic from an approved office through the embassy in your country. The embassy and the Foreign Affairs Ministry in your country (dependant on the employee's nationality) SHOULD THEN STAMP ALL THESE DOCUMENTS. After your arrival in Egypt, all these documents will be stamped from the British council in Egypt at the employee's expenses. All original references/testimonials and degree certificates will be retained securely by the HR department in order to comply with Ministry of Education requirements.
5. Labour Law documents – these will be organised by the school
6. Aids blood test – this will be administered in the local hospital at the expense of the employee.
7. 25 Passport photographs (applicable for both new and previous colleagues)
8. Police security release
9. Updated CV
10. Personal Data Form (to be filled in with the HR Dept.)
11. For colleagues who are married to Egyptians they have to submit a photocopy of the original marriage certificate, a photocopy of the husband's I.D i f recently married e.g. less than one year, they should provide, statement confirming the marital status.
12. Bank Account Details from HSBC Bank in El Gouna
13. All the mentioned above documents should be sent by DHL/FedEx or air mail directly after translating, stamping all the documents as required, to the Human Resources Department in the school at least 8 weeks before the employee's arrival to enable the department to 'call in' the employee as per the labour law in Egypt.
14. Where a new employee informs the Human Resources department and the Principal in writing that he wishes to finalise and translate all his papers in Egypt instead of abroad and that he is willing to delegate his responsibility to the Human Resources department within the school to finalize them on his behalf this help will be offered – however the Principal

and HR department must agree this in writing. It is then the responsibility of the new employee to submit all the above mentioned documents as originals to the school HR department AT LEAST 2 month prior the employee's arrival,

All expenses (including the cost of transport) for finalising these documents in Egypt, will be charged to the employee (approximately 1300 L.E). The amount will be automatically deducted from the employee's first salary.

N.B: All papers should by "law", be finalised by the employee himself (direct responsibility of all employee's) and at his own expenses however the HR department appreciates that employee's will not be familiar with Egyptian employment law.

Failure to submit any of the above documentation will result in the HR department being unable to issue the work permit and therefore the residency documents cannot be agreed. Payroll will be notified and salary will be suspended until all requirements are fulfilled.