
Prospective Teacher Information



Our Mission

At Concordia, we view every student as a gift from God, entrusted to us by parents and are committed in Christian stewardship to educate students holistically in a nurturing environment that includes comprehensive and challenging opportunities in academics, creative arts, spirituality, athletics, co-curricular activities, and service.

Vision:

Concordia Shanghai will be a global platform fostering deeper learning and transforming lives to lead change in a dynamic and complex world.

Our Core Values

- ▶ Reflect Christ today, tomorrow and forever
- ▶ Partner with students and parents in a learning community
- ▶ Facilitate holistic education with high expectations
- ▶ Enable servant leaders
- ▶ Respect and celebrate diversity

Our Expected Student Learning Results

We expect our students to become:

- ▶ Insightful Learners
- ▶ Effective Communicators
- ▶ Reflective Spiritual Beings
- ▶ Active Global Citizens
- ▶ Principle-Centered Leaders and Team Members

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Frequently Asked Questions

Q: Can you explain the salary and benefits?

A: Concordia offers teachers a highly competitive salary. Benefits for overseas hires include: housing, retirement plan, worldwide medical insurance, relocation allowance, school fees at Concordia for teachers' children, Tech equipment for professional use (currently this includes a MacBook and iPad-if needed), professional development allowance, annual passage allowance in support of home leave, medical evacuation, disability insurance, college student home-visit allowance, and the school pays the all Chinese taxes. See "Salary and Benefits" in this document.

Q: Do you hire teachers with a non-teaching spouse?

A: Concordia prefers to hire teaching couples, all qualified applicants will be considered. Teachers with non-teaching spouses are limited to two dependents in the school.

Q: Why does Concordia choose to hire Christian teachers?

A: As our mission states, we view every student as a gift from God, and are committed in Christian stewardship to educate students holistically, which includes intellectually, physically, emotionally, socially, and spiritually. We have found that quality educators who are Christian, intentionally nurture their students while providing the rigorous and comprehensive educational experience our parents desire for their children. At Concordia we look for teachers with depth in both their professional lives and faith walk.

Q: What does it mean that Concordia teachers integrate technology into the classroom?

A: Technology isn't a class at Concordia; it's a way of learning. Concordia is committed to providing students and teachers with the latest technology tools and

FAQ Continued

expertise. On Concordia's wireless campus, preschool students have appropriate access to iPad and desktop computers. Students from Kindergarten to Grade 2 enjoy close to a 1:1 student to computer ratio in the classrooms and students in Grade 3 & 4 have a 1:1 ratio. Grades 5-12 participate in a 1:1 Macbook program. There are also iPad carts available for check out as teachers use various technologies throughout the curriculum. Concordia provides additional tech support in the elementary, middle and high schools from designated educators who work with teachers as digital literacy coaches. Concordia issues each teacher tech equipment for professional use (currently a Macbook and iPad-if needed for his/her use).

Q: Does Concordia support professional development?

A: The most important professional development occurs as teachers work in teams and plan together, which is common at Concordia. Concordia also sponsors teachers to attend workshops that further the goals the school is working on. Outside experts come to campus, sometimes in collaboration with other international schools in the area. Each teacher has an annual fund of RMB10,000 (approximately US\$1,500) to spend on professional opportunities that support her/his professional goals.

Q: What is life like in Shanghai?

A: Shanghai is a cosmopolitan city with a unique blend of Western and Eastern influences. The arts flourish in concert halls and galleries; big-name concerts and sporting events grow more frequent; and restaurants offering food from around the world are readily available. In its mission to be a world city, Shanghai has worked to assure that the city grows in a balanced way. Hundreds of acres of parks have been created in recent years to balance the growth of new industrial zones. The greater city of Shanghai and the local neighborhood offer a variety of cultural and social opportunities for both families and singles. Life for many teachers centers around the people of the Concordia community.

Q: What's the neighborhood like where Concordia is located?

A: Concordia and teacher housing are conveniently located in a modern area of Pudong called Jinqiao, where many expatriates live in single-family homes as well as low-rise and high-rise apartment buildings. Several other schools are also located in the Jinqiao area. Nicknamed "Green City," its tree-lined streets are home to a number of western restaurants, Carrefour supermarket, Mega Fit gym, and more. Taxi service is easy to find and access to the subway system is close by. Biking is a primary mode of transportation around the area.

Q: How do teachers get additional information prior to moving to Shanghai?

A: Concordia regularly distributes information to new teachers through e-mail, via the HR department and onsite teacher pen pals. Concordia's own website (www.concordiashanghai.org) has a wealth of information about the school and links to information and organizations around Shanghai.

Q: Why do parents choose Concordia over other school options in Shanghai?

A: Since it was founded in 1998, Concordia has rapidly earned a reputation for excellent teaching and a caring community. While it is something of a cliché to talk about educating the "whole child," at Concordia we "practice what we preach" and do just that by including the spiritual aspect of holistic teaching too. Families also choose Concordia because they can walk or bike to school from their home in Jinqiao, a green and leafy hub for expatriate families. There are many other reasons as well, but most commonly we hear families say, "We just felt something different when we were on campus." We believe that what they are feeling is the impact of our faculty who choose to live out their faith.

Q: Where is your faculty from?

A: The majority (75 percent) of our 182 faculty and administrators are from the United States. Other countries represented are Australia, Canada, China, Malaysia, New Zealand, Romania, Venezuela, UK, South Africa, Spain, Indonesia and the Philippines.

Q: What are medical services like in Shanghai?

A: Medical care options catering to expatriates have increased dramatically over the past few years. Branches of Parkway Health and the International Medical Center of Ruidong Hospital are just blocks from Concordia; 15 minutes away is the Yosemite Urgent Care Clinic and the United Family Hospital with emergency room facilities; Children's Medical Center is a 25-minute drive; other options include Huashan Worldwide Medical Center (in Puxi) and a downtown location of Parkway Health. Second opinions are provided by our insurance via the Cleveland Clinic and many choose non-emergency surgery in Thailand, other locations in Asia or their home country.

To learn more about living and working at Concordia, please go to:
www.concordiashanghai.org/about-concordia/employment/faq

Employment Conditions-Faculty

Summary: A guide to faculty expectations, responsibilities, and benefits.

Last Update: 10/2017 Applies to: Faculty (Teaching & Non-Teaching)

Created: Fall 2013 File Name: Admin Policy<Employment

1. Code of Ethics for Concordia International School Shanghai Professionals

1.1.1 Professionals at Concordia are Scripture fed, continuous learners who serve as models of Christian faith creating a positive, productive learning environment that promotes the academic, social and emotional potential of all students.

1.1.2 Concordia professionals*:

- 1.1.2.1 Make the education and well being of students cornerstones that drive their actions by assisting students to become confident, independent and successful learners.
- 1.1.2.2 Demonstrate respect for the dignity of others and promote a safe, secure and inclusive learning environment as evidenced through modeling compassion and striving to treat individuals fairly and with due process.
- 1.1.2.3 Fulfill their duties with honesty, integrity and always acting in trustworthy and responsible ways that uphold the honor and dignity of their profession as educational leaders.
- 1.1.2.4 Commit to continuous improvement of the school and community by cooperating individually and with others on identified goals.
- 1.1.2.5 Work collectively as part of the school team to promote and support best practices.
- 1.1.2.6 Maintain confidentiality in all matters related to students, staff and school decisions.
- 1.1.2.7 Accept responsibility and accountability for their actions and behaviors.
- 1.1.2.8 Hold others accountable for their actions and behaviors.
- 1.1.2.9 Maintain positive and productive lines of communication with students, parents, and staff.
- 1.1.2.10 Commit to serving others above self.

**Adapted from the American Association of School Administrators' Statement of Ethics for Educational Leaders and The Code of Conduct and Practice for Registered Teachers, General Teaching Council of England*

1.2 Contract Renewal

- 1.2.1 Initial contracts are offered and signed on a 3-year basis.
- 1.2.2 Details regarding termination and breach of contract are defined in the contract.
- 1.2.3 In the third year, the Head of School may offer to renew a contract with employees who exemplify the vision and mission of the school. Expat employees may receive a contract through the final full academic year prior to their 65th birthday. The official retirement age in China is 60 years of age. We are able to obtain work permits for current employees beyond this age due to a provision of the law that remains under review and is subject to change.
- 1.2.4 An employee who requests a significant change in assignment may be asked to sign a multiple year extension to their contract. It is the responsibility of the Head of School to determine whether a request for a change of assignment is significant enough to warrant an extension.
- 1.2.5 Where the school changes an employee's assignment, there is no obligation on the part of the employee to extend the contract period past one additional year.

1.3 Commitment to Profession & Full Disclosure a Requirement of Employment

- 1.3.1 In the belief that the quality of service directly influences the world and its citizens, educational professionals shall exert every effort to raise professional standards, promote a climate that encourages the exercise of professional judgment and contribute to conditions that attract persons worthy of the trust to careers in education.
- 1.3.2 In fulfillment of the obligation of the profession, professionals at Concordia International School Shanghai:
 - 1.3.2.1 Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
 - 1.3.2.1.1 Shall not misrepresent his/her professional qualifications.
 - 1.3.2.1.2 Shall not withhold or misrepresent information regarding his/her conduct.
 - 1.3.2.2 Shall not knowingly make false or malicious statements about a colleague.
 - 1.3.2.3 Shall not accept any gratuity, gift, or favor (as defined in the school's gift policy) that might impair or appear to influence professional decisions or action.

1.4 Teacher Expectations-as defined in Concordia's Administrative Job Descriptions

- 1.4.1 As a school grounded in the Christian faith, we hire Christian teachers and administrators. Concordia seeks to hire candidates who are able to model Christ's teachings through interpersonal skills, respectful relationships and problem solving, are interested in the complex questions of faith and spirituality, and are keen to learn and interact with others of different faith traditions.
- 1.4.2 Establish collaborative relationships with all staff, students and parents.
- 1.4.2.1 Engage parents and students in meaningful discussions about student achievement.
- 1.4.2.2 Commit and contribute to the school community—play an active, positive and supportive role in addressing the needs of the whole child and the ethos of Concordia beyond the classroom. This includes, but is not limited to:
- 1.4.2.2.1 Participation in school-sponsored educational trips that require a teacher to be away from home overnight, such as HS Interim and MS Trips. When a school sponsored event requires students to be away from Shanghai overnight, teachers will be expected to chaperone students.
- 1.4.2.2.2 Leading co-curricular activities during the year.
- 1.4.3 Integrate the school curriculum with the school's student learning expectations (ESLRs).
- 1.4.3.1 Insightful Learners
- 1.4.3.2 Effective Communicators
- 1.4.3.3 Reflective Spiritual Beings
- 1.4.3.4 Principle-Centered Leaders and Team Members
- 1.4.3.5 Active Global Citizens
- 1.4.4 Teach the curricula established by the school.
- 1.4.4.1 Complete all aspects of the Rubicon Atlas standard-referenced curriculum for the current teaching assignment.
- 1.4.4.2 Develop and maintain Rubicon Atlas curriculum maps.
- 1.4.4.3 Select and use school-approved teaching strategies and classroom resources.
- 1.4.5 Ensure that personal professional goals are established and completed each year.
- 1.4.6 Understanding of employment.
- 1.4.6.1 Oversee, when appropriate, Teacher Assistants/Paraprofessionals/Support Staff in working with or monitoring children and managing clerical tasks.
- 1.4.6.2 On regular school days, all teachers are on duty between 7:45AM and 3:45PM, not inclusive of activities and meetings. (Start and end time may be adjusted by the division, as deemed appropriate.)
- 1.4.6.3 Undertake additional duties that may reasonably be assigned or requested by a member of the Leadership Council.
- 1.4.6.4 Concordia reserves the right to reassign a teacher to a teaching duty commensurate with their educational training and experience. Such a decision will be made by school administrators and be guided by what is in the best educational interest of students and the school as a whole.

Payment of Salary

Salary is payable by the last day of each month in 12 equal installments from August through July. The finance office will send out salary, distributed between Chinese RMB and foreign currency per employee's instructions. These instructions may be changed before the first of each month to be effective for that month. Payments will be made per these instructions until the employee modifies them. Salary payments for non-PRC citizens will be as follows:

1. RMB payments will be made by the 25th of the month
2. Foreign currency payments will be made by the last working day of the month

Guaranteed Minimum 2018-2019 Concordia Teachers' Annual Salary Scale

Net Salary Scale in Chinese RMB (approximately 6.8RMB=\$1)

Experience	BA Entry	MA Entry
0	327,378	363,787
1	336,480	372,888
2	345,583	381,991
3	354,684	391,093
4	363,787	400,195
5	372,888	409,297
6	381,991	418,399
7	391,093	427,501

8	400,195	436,604
9	409,297	445,705
10	418,399	454,808
11	427,501	463,908
12	436,604	473,011
13	445,705	482,113
14	454,808	491,215
15	463,908	500,319
16	473,011	509,419
17	482,113	518,521
18	491,215	527,624
19	500,319	536,725
20	509,419	547,823

Advancing on the Salary Scale due to an Additional Degree

If an employee plans to obtain additional compensation on the salary scale for the next school year because of receipt of an advanced degree, the following steps must be followed with the HR Department within the timeline indicated below:

1. Inform HR that a move is anticipated by June 1 for the next school year.
2. Demonstrate completion all coursework and requirements by July 31 through an unofficial transcript or letter from the university.
3. Provide an official transcript or diploma as soon as available.

Airline Passage Allowance (overseas hired expat-OEH only)—Updated 5/2015

Each returning overseas hired expat employee is entitled to the equivalent of 100% of the cost of the lowest class economy round trip airfare between Shanghai and St. Louis, MO, USA for the employee each summer. Any dependent spouse and children will be provided 50% of the cost of a published economy round trip airfare between Shanghai and St. Louis, MO USA.

Support: Important: This is a taxable benefit subject to Chinese tax laws. If you do not get the proper tax receipt, your net benefit will be reduced – see the Tax note and the Procedure Statement below for more information.

1. If you are returning for the next school year: Concordia will provide each full time employee a cash benefit equal to 100% of the cost of a published economy round trip between Shanghai and St. Louis, MO USA. If you are a part time employee, the allowance is prorated. Each dependent receives 50% of full time employee's benefit.
2. If you are arriving for the first time or leaving Concordia's employment: The Business Office must purchase the one-way economy airline tickets between Shanghai and the home base.
3. Determining the yearly allowance: Each February, the CFO will set the allowance based upon quotes with a departure on the weekend after the school year ends with a return of the weekend before teachers are to report. Quotes are collected from American, Delta, and United airlines and our local travel agents, with an upward adjustment to cover various miscellaneous fees the airlines assess. Payment is normally included in the February salary statement.
4. Tax note: The Chinese tax bureau has informed us that this benefit payment must be supported by International Airline fapiao (or be subject to individual income taxes).

Procedure Statement: When you purchase airline tickets, obtain from the travel agent an International Airline fapiao (made payable to Concordia International School Shanghai) or a receipt called Receipt of Ticket for Air Transport (see Procedure: Fapiao Guidelines for a sample). Other types of receipts or fapiao do not work. If the agent needs the Chinese spelling, it is on your business card. Online services such as Ctrip and Elong are able to give this type of receipt but you must contact them and request it. **Please note you will NOT be able to obtain the necessary fapiao if you purchase the tickets from an airline company directly or from a non-Chinese based website such as Expedia or Travelocity.**

You may submit these international airline fapiao throughout the year for your international travel (flights within China cannot be used). It is not limited to your summer travel. A limit of two flights per person can be used to reach the amount of the allowance. If more than two per person are submitted, the Finance Office will use the two of greatest value in order to cover your tax obligation. There is no tax benefit to submitting amounts greater than the allowance.)

Salary and Benefits (cont.)

If you do not submit enough fapiao, the difference between the allowance and the submitted fapiao will be taxed based upon your actual marginal tax bracket in China. This ranges between 3 to 45%, with most teachers being in the 25 to 35% marginal tax bracket. This tax adjustment will be made in your July salary payment.

If it is necessary for an employee to break contract after returning a signed contract on December 1, the return airfare for the employee and any dependents is forfeited.

- **See also, P: Fapiao Guidelines**

Breaking Contract- Updated 6/2018

An employee who breaks contract loses the school ticket home for the employee and dependents as well as the relocation allowance. To maintain integrity of hiring practices among schools, Concordia may choose to communicate that the employee has broken contract to prospective employers.

College Student Home Visit Allowance (OEH only)

Within the first four years of high school graduation, each dependent that is a full time undergraduate student is eligible to receive a discounted economy round-trip airfare ticket between the college they are attending and Shanghai. This ticket is requested and purchased through the Business Office.

Technology Allowance

Each teacher/instructional coach is provided a school owned laptop computer and iPad for professional use while employed by the school.

Each member of the administrative cabinet and counselor is provided the option of a school owned laptop or desktop computer and an iPad for professional use while employed by the school.

- **See also, AP: Laptop Program for Teachers & Admin and AP: iPads for Teachers and Admins**

Disability Plan

In the event of an extended absence due to a disability, Concordia provides disability coverage that begins after fourteen (14) consecutive days of a documented disability/illness and pays 70% of the base salary. Within the limits of the policy, short-term disability is available for 2 years. At that time application based upon the policy would need to be made to move into the school's long-term disability program.

Early Declaration of Intent & Allowance-Updated 6/2018

Concordia begins the recruitment process early in the fall in order to get the best candidates and provide more time for finding, interviewing, and choosing new faculty and staff members. Understanding the intents of employees earlier in the year allows quality teachers to interview and potentially be offered a position before resigning their current position.

By the second Monday in October in the last year of their contract, faculty and staff inform the AHOS-PA office of their intent for the next year.

For those opting to explore other options, their positions would be posted on the recruitment website and interviews for the position may be scheduled.

For full-time expatriate faculty/administrators who are in a contract renewal year who file a letter of resignation with the Head of School by the second Monday in October in the last year of their contract, a USD \$1000.00 cash incentive is available. The \$1000.00 is added to the employee's final paycheck.

All contracts for returning employees are signed by November 15th.

Housing Allowance (OEH only)

Accommodation is provided in an unfurnished apartment. This includes meter deposits, and initial installation charges for telephone, but excludes all other service and utility charges. Employees already residing in Shanghai, or after their first year of employment, may choose to find their own housing using a stipend from the school. *See Housing Policy for details.*

- **See also, AP: Housing Policy**

Leave Allowances-updated 5/2018

- Days of leave are applied in half (½) day increments.
- If a section in the Leave Allowances conflicts with a clause in the contract, the contract language takes precedence.
- The Chinese labor laws will apply to all PRC national employees and super cedes this policy statement.

The employee's immediate supervisor must approve sick leave and administrative leaves. The Assistant Head of School-Personnel & Activities (AHOS-PA) approves all other leaves, with verification that the Principal has appropriate cover.

"Face time" with students is critical to our mission. Concordia's leave provisions acknowledge there are a variety of reasons why an employee might need to be away from work. As professionals, please consider the balance between personal needs and the needs of our students when using discretionary absences, particularly in years when you have already been absent on a number of days. Discretionary leave during the months of May and June should be avoided and will be approved on a case-by-case basis based upon emergency or extraordinary circumstances.

1. Leave Entitlement

- 1.1. All full-time Local Expat Hires (LEH), Overseas Expat Hires (OEH), and PRC Teachers on 12 month contracts will be assumed to work annually 365 days less weekends, summer leave days and holidays as stated on the official school calendar, determined by the Head of School.
 - 1.1.1 Faculty are assumed to teach and be on duty 192 days per academic year, including all student contact days plus workshops, conferences, pre and post school year workshops, high school graduation, and in-service days.
 - 1.1.2. Faculty are not expected to work through the summer leave except for the pre-determined in-service days, however, it is reasonable for an administrator to seek answers and receive answers to questions via email, as needed.
- 1.2. Administrators receive 30 working days of annual leave, in lieu of summer leave.
 - 1.2.1. The expectation is that annual leave will occur in the summer months. Exceptions may occur due to the special needs of the office, as articulated in the job description, or by the request of the Head of School for an individual's extraordinary circumstance.
 - 1.2.1.1. The expectation is that Administrators effectively accomplish their assignment. To do this may involve time outside of regular school hours. An administrator may need to accomplish job related tasks even during leave time. Because of this expectation, greater flexibility regarding time away from school is available than for an employee with scheduled student contact hours, however, comp time is not typically available to administrators. With the approval of the HOS Office an administrator make work off-site. Use of leave during the school year is with approval of the supervisor and notification of the HR Department. It must not have a negative impact on student learning.
 - 1.2.1.2. Annual leave during the summer holiday may begin the weekend after the final day of school, must conclude by August 1, and be no longer than 30 working days. Each administrator should provide dates for annual leave to his or her immediate supervisor for approval.
 - 1.2.2. Any time an administrator is away from school he/she should notify the HR Dept. to record the absence.
- 1.3. PRC Support Staff are expected to work based upon the details found in the PRC Employee Supplementary Handbook.

2. Sick Leave

- 2.1. The Concordia policy on sick leave provides for short-term absence due to personal or family illness as well as more extended disabilities. PRC staff follow PRC law should see details in policy statement: Benefit Addendum: Maternity & Sick Leave for PRC Staff.
- 2.2. Nine (9) days of paid sick leave are given for days of not teaching or not engaging in professional activities due to injury and/or illness.
- 2.3. Employees should use good judgment in regard to their health and the health of their students.
 - 2.3.1. Faculty members that are sick are to call the individual assigned to hire substitute teachers the night before or between 6:00 a.m. and 7:00 a.m. the morning of the illness.
 - 2.3.2. All other staff should notify their immediate supervisor.
- 2.4. Sick leave may be requested for the care of dependent children, spouse or parent up to an individual's maximum days allowed.
- 2.5. Leave beyond days allowed,
 - 2.5.1. For LEH and OEH employees, after fourteen (14) consecutive days of an illness and/or a disability documented by a medical professional, the provisions of the school provided disability plan are available.
 - 2.5.2. PRC employees should refer to the PRC Employee Supplementary Handbook
 - 2.5.3. In unusual circumstances, the employee may petition for compassionate leave if an injury/illness exceeds the nine (9) day allowance. Consideration will be based on the circumstance and historical data of total number of leave days used.
- 2.6. Paid sick days may not accumulate or carry over to the following academic year.

Salary and Benefits (cont.)

3. Childbirth/Adoption Leave

3.1. Written notice of anticipated leave should be given to your supervisor and the AHOS-PA not less than two months prior to the expected leave date.

3.2. Maternity Leave

3.2.1. The standard maternity leave allowance applies to all expectant mothers, biological or adoptive, and is 10 paid consecutive weeks, inclusive of holidays.

3.2.1.1. For biological mothers leave is used to cover pre-birth travel to the location of delivery, any further period of absence before the delivery as required by a doctor to protect the mother and/or baby, post delivery recovery, and bonding. Pre-natal visits that require the mother to be away from school may also be deducted from the initial leave.

3.2.1.2. For adoptive mothers leave is used for travel associated with the adoption, all appointments associated with the adoption, including with social workers, home inspections, etc. Any remaining days are for bonding and begin from the day the child arrives in the home.

3.2.2. PRC staff follow PRC law –see details in policy statement: Benefit Addendum: Maternity & Sick Leave for PRC Staff.

3.3. Paternity Leave

3.3.1. The standard paternity leave allowance applies to all expectant, married fathers, biological or adoptive, and is up to ten (10) working days.

3.3.1.1. For biological fathers this leave is intended to provide immediate support for the mother and child. Any remaining days are for bonding, used consecutively, and begin within one month of the child's birth.

3.3.1.2. For adoptive fathers leave is used for travel associated with the adoption, all appointments associated with the adoption, to include social workers, home inspections, etc. Any remaining days are for bonding, used consecutively, and begin within one month of the child's arrival in the home.

3.3.1.3. If it is in the best interest of the school and with approval of the administrative council, leave can be split.

3.4. Beyond Standard Childbirth/Adoption Leave

3.4.1. Teaching couples who decide to have children may negotiate additional leave.

3.4.2. Any leave beyond the standard leave will be considered unpaid leave with benefits paid upon salary earned.

3.4.3. The intent of additional Childbirth/Adoption Leave is to balance the needs of the school with the needs of the couple.

3.4.3.1. Leave extension should not extend beyond two (2) full semesters including the balance of the semester during which the birth/adoption takes place.

3.4.3.2. The expectation is that the employee return to work at the start of a semester or what is seen by the school to be in the best interest of the students.

3.4.3.3. The option to resign and stay home indefinitely can only be exercised when the school is notified prior to December 1 of the preceding year so that the school has the full recruitment season to hire a replacement teacher.

3.4.4. Terms of the negotiated leave may require renegotiation of employment contracts.

4. Compassionate Leave for LEH and OEH Employees and PRC Teachers

4.1. Paid compassionate leave is granted

4.1.1. For bereavement. Up to ten (10) working days leave will be given in the event of the death of an immediate family member, defined as a spouse, child, sister, brother, grandparent, parent or spouse's parent.

4.1.1.1. When a funeral is in China the leave granted will be one (1) to three (3) days, unless there are extenuating circumstances.

4.1.1.2. If a family member's diagnosis is terminal and the employee chooses to use some of the bereavement leave to be with the family member while they are alive, a portion of the allowance for bereavement can be approved with the remainder available for the funeral/memorial service.

4.1.1.3. In the event of the death of a spouse or child, additional leave may be granted by application to the AHOS-PA.

4.1.1.4. All other requests for compassionate leave to attend funerals or to visit sick relatives or friends in a hospital, etc., will be treated as unpaid leave.

4.1.2. On a case-by-case basis, the AHOS-PA may grant compassionate leave.

4.1.2.1. This includes "seasons of life" reasons; such as attending a dependent child's school events, settling into college, attending graduations, etc.

4.1.2.2. All personal and annual leave must be used prior approval of this leave. Availability of sick leave may also play a role in approval of this leave.

5. Personal Leave for LEH and OEH and PRC Faculty

5.1 Full-time staff members within this category may take two (2) days per school year (Part-time faculty leave is granted as a percentage of full-time) for personal reasons within the following parameters.

5.1.1. Concordia places a high value on having employees present every day classes are taught. The intent of this policy allows a member of the faculty the opportunity to take advantage of special needs or circumstances. Approval is not automatic but at the discretion of the supervisor when reviewing the needs of students of the division/department for the days requested, total leave taken for the year, and availability of a qualified substitute.

5.1.2. Days may be requested in half (½) day increments.

5.1.3. Days may not accumulate or carry over to the following academic year.

5.1.4. Concordia will compensate staff members that do not use their personal days at the substitute teacher pay scale.

5.1.5. Personal days are not intended to extend vacation days, except when the absence is approved due to professional development or is in conjunction with a child or spouse's graduation.

5.1.6. May not be used on professional development days hosted and/or sponsored by the school.

5.1.7. When a family has difficulty covering childcare personal leave may be used in conjunction with a holiday. If no personal leave is available, leave without pay will be granted.

5.2. Administrators and LEH Administrative support personnel are not eligible for personal leave but may be given time to complete personal business at the discretion of their supervisor.

6. End of Contract Interview Leave for LEH and OEH Contracts

6.1. Upon completion of three years, a full-time LEH or OEH employee may request a paid leave of three (3) working days for the purpose of interviewing for another position.

6.2. When the teacher is completing four years or beyond a paid leave of five (5) working days is granted.

6.2.1. This leave may be combined with personal leave.

6.3. In either case approval is contingent upon the availability of a qualified substitute and that satisfactory planning is in place for the substitute.

6.4. Any leave beyond this period should be requested in advance and will be treated as unpaid leave.

6.5. This benefit can be exercised once during employment.

7. Professional Development Leave

7.1. A staff member may be granted paid leave when attending a professional development event as approved by the school.

7.1.1. The school will pay the salary and substitute pay for teachers to attend approved professional development activities that occur during student contact time.

7.2. Professional development funding or leave is not granted in the final semester of an employee's contract. If funds provided for team leader responsibilities are not used before the final semester of employment, the amount of the team leader portion of the stipend will be paid, minus any taxes, or may be used in a way that doesn't require the employee to use leave, to include over the summer of transition through August 1.

8. Administrative Leave

8.1. When an employee attends an event, which takes them away from their regularly scheduled assignment and is at the request of the school. This includes, but is not limited to curriculum development, chaperoning/coaching students off campus and school assigned professional development.

Salary and Benefits (cont.)

8.2. Other.

- 8.2.1. The AHOS-PA may grant an employee paid leave when they are serving as a presenter at a professional development event, a member of a WASC accreditation, or an AP reader.
 - 8.2.1.1. The host may cover expenses for this event. Any compensation received must be disclosed to the AHOS-PA. The employee may not receive salary for the day(s) of absence if they are compensated for the event.
- 8.2.2. The AHOS-PA may grant additional leave to attend events in which their child is involved, i.e. field trips, APAC events, enrollment in college, college graduation after using personal leave or for PRC staff annual leave.
- 8.2.3. Consideration of the total number of days a teacher has been out of/anticipates being out of the classroom will be a factor in granting leave under 8.2.
- 8.2.4. Approval is contingent upon the need for and availability of a qualified sub.

9. Leave Without Pay

- 9.1. Leave without pay covers any leave not otherwise addressed within this policy statement.
- 9.2. Leave without pay should not be used as an extension of a holiday. Leeway should be built into return flights. When arriving in Shanghai after a break, an absence will be considered Leave Without Pay if an itinerary shows the return flight arriving on the day before the workday or if the absence is considered foreseeable, avoidable, or correctable.
- 9.3. Requests are to go through their assigned supervisor, with approval by the AHOS-PA.
- 9.4. Approval for leave without pay is not automatic and will be given only after consultation with and the support of the Academic Council.
- 9.5. The salary deduction for leave without pay is based on a pay rate of annual salary/192 working days per year only. No benefit is adjusted except the retirement payment, which is based upon actual compensation.

10. Leave for Full-time Hourly Employee

- 10.1. Full-time hourly employees are entitled to two (2) days of paid leave per academic year.
 - 10.1.1. These days can be taken as either sick or personal leave.
 - 10.1.2. Days may be requested in half (1/2) day increments.
 - 10.1.3. Approval is contingent upon the availability of a qualified substitute.
 - 10.1.4. Concordia will compensate the employee who does not use these leave days at the set hourly rate
 - 10.1.5. Days may not accumulate or carry over to the following academic year.

Medical Insurance

Concordia will provide a medical insurance plan to salaried overseas employees, dependent spouse and children if insurance is not available through another source. Full-time undergraduate dependents are eligible for medical insurance through the school for the first four years following high school graduation. Details of the plan can be found by going to the Medical Insurance section of the Staff landing page of the website.

Outside Employment

Under Chinese law, employees with a work visa sponsored by Concordia may not be employed or receive remuneration for work done inside of China other than for Concordia International School Shanghai without the approval of the Assistant Head of School-PA.

- *See also, AP: Tutoring*

Professional Development

Professional Development funds are intended to help finance the cost of activities that have direct, tangible input on specific duties of the employee, benefit our students, advance the organization as a whole, and encourage continual growth in our staff.

Funding: (For Complete details see [Employee Development Handbook-Professional Development Funding](#))

The annual professional development stipend of RMB 10,000 is for all salaried employees. Part-time employees receive a prorated amount according to the actual time they are employed during the school year. These goals may be an initiative that the school is supporting, may flow from the teacher evaluation process, might be an objective that a team works on

together - even pooling their stipends, or be unique to the person. Additional funds are available for Team Leaders and Instructional Coaches. Combining multiple years of allowance is possible.

- Additional funding for presenters is available if preapproved by the Admin Council. Contact your supervisor to request approval.
- Funds are not interchangeable with other employees and school funded professional development must be completed prior to the final semester of employment.
- Requests for PD funds are made using the Professional Growth form available on Aspen and approved by the employee's supervisor. Teachers requesting professional development fund reimbursement must present receipts for purchases outside China and/or official fapiao for items purchased within China. Travel originating in China must be supported by an airline fapiao, see Procedure: Fapiao Guidelines. Questions should be addressed to the AHOS-FOBD.
- Requests for reimbursement must be presented within the school-year in which the PD occurred. If the PD event was over the summer receipts must be presented no later than August 31 in the following school year.
- The school will pay the salary and substitute pay for teachers to attend professional development activities that occur during student contact time which have been approved by the employee's supervising administrator.
- In the event that there are multiple requests for professional development leave during the same time period, the supervising administrator will make the final decision regarding attendance depending upon substitute availability and overall impact on the normal instructional program.

Relocation Allowance (OEH only)-Updated 5/2014

With your first appointment to Concordia, a relocation allowance will be given to assist with the moving and settling in costs associated with relocating to Shanghai. This allowance is USD 2390 for singles, USD 4260 for couples, plus USD 930 for each dependent child under 19 years of age.

If you have completed your contract and not returning to Concordia for the following school year, you will be given a repatriation allowance. Following completion of the initial three (3) year contract this amount is USD 2390 for singles, USD 4260 for couples, plus USD 930 for each dependent child under 19 years of age. With additional contracts signed from 2014-15 and beyond, a graduated allowance of USD1000 for singles and USD1500 for couples and families will be added to the initial relocation allowance after completing two additional one-year contracts and again at the end of the fourth one-year contract.

If it is necessary for an employee to break contract after returning a signed contract on December 1, the following will normally apply. If the employee has completed the initial 3 year contract the relocation will be paid. Relocation for completion of additional contracts will be paid if the requirements are met.

Retention Bonus (LEH only) -Updated 5/2015

In lieu of the retirement allowance, locally hired teachers receive 10% of their salary, for each year of service, paid retroactively upon completion of first two years' service and at the end of every subsequent, consecutive year thereafter.

Retirement Plan (OEH only) -Updated 5/2015

Concordia pays overseas expat hired teachers 10% of salary as a retirement benefit. For local expat hired teachers this 10% benefit is paid as a retention bonus after two years of employment. Local Chinese hired employees are eligible for the PRC government retirement program.

The school offers two options for overseas expat hires in regard to the payment of the retirement benefit.

- Option 1: Benefit is paid in cash in a lump sum with the July salary payment.
- Option 2: Benefit is paid into the LCMS retirement program. Employees must pay into this program for a minimum of 5years to receive any benefits. If you would like to know more about this program please contact the Assistant Head of School-FOBD.

School Fees -Updated 5/2015

A full tuition scholarship is provided for qualified dependent children of overseas expatriate hired staff working for Concordia Shanghai. A maximum of three tuitions will be provided for a teaching couple and two tuitions for one employee. Tuition for additional children above the allowance is discounted at 50%. Any fees, including but not limited to bussing, student trips, and tech equipment, related to enrollment are fully the employee's responsibility. Locally hired expatriate staff may be eligible for tuition assistance as per the Tuition Benefit for Locally Hired Expatriate Teacher policy.

Salary and Benefits (cont.)

Supply Allowance

Faculty may request reimbursement against their annual supply allowance for:

- Serendipitous classroom supplies
- Apps and software
- External hardware, which then becomes the property of the school

Faculty may submit receipts for reimbursement for items that are purchased outside of China to support their teaching. A fapiao, using the official school name and Tax ID #, is required for purchases made in China (上海协和国际外籍人员子女学校; Tax ID: 310115425203268). This allowance is specifically for purchase of inexpensive resources and consumables that are in addition to the annual ordering process. The standard and preferred process is for items to be procured through the purchasing department. The allowance does not include the purchase of furniture.

- New faculty may submit receipts totaling USD100 to their division principal.
- Returning teachers may submit receipts totaling USD50 to their division principal.

To control administrative costs, only two reimbursement requests are allowed per year, once in August and once in May. Reimbursement requests must be accompanied by valid purchase receipts and may be a combination of iPad materials and classroom materials.

See also:

Form (F): Cash Reimbursement Form-used to request reimbursement for the supply allowance. In the Description blank, note Supply Allowance, fill in the amount to be reimbursed, attach the receipts, and then submit the form to your supervisor for approval. If approved, the form can be taken to the Cashier (ground floor of HS building) to receive the reimbursement.

Taxes

The Teacher is responsible for all home country tax liabilities.

Work Permit & Visa Expense

Overseas Expat Hires: The School pays for work permit and visa for the employee and the dependents who accompany him/her to Shanghai.

Local Expat Hires: The school pays for work permit and visa cost for the employee. Normally, dependent children hold their visa under the spouse and the spouse's company handles processing. If circumstances change, the school may assist with the dependent visa per request but the cost is the employee's responsibility.