

Commitment to Fair and Lawful Compensation

2. Salaries

2.1. HCCCI is committed to provide its employees with the salaries in keeping with training, experience responsibility and social status, in accordance existing laws regulations and rules of the land;

2.2. HCCCI is committed to give salaries to employees comparable to other public educational institutions in South Sudan and nearby provinces or cities based on rank;

2.3. HCCCI has the right to depart from published salary policies for exceptional and meritorious cases. Such shall be subject to approval by the President's Council. However, these do not constitute precedents for regular employments;

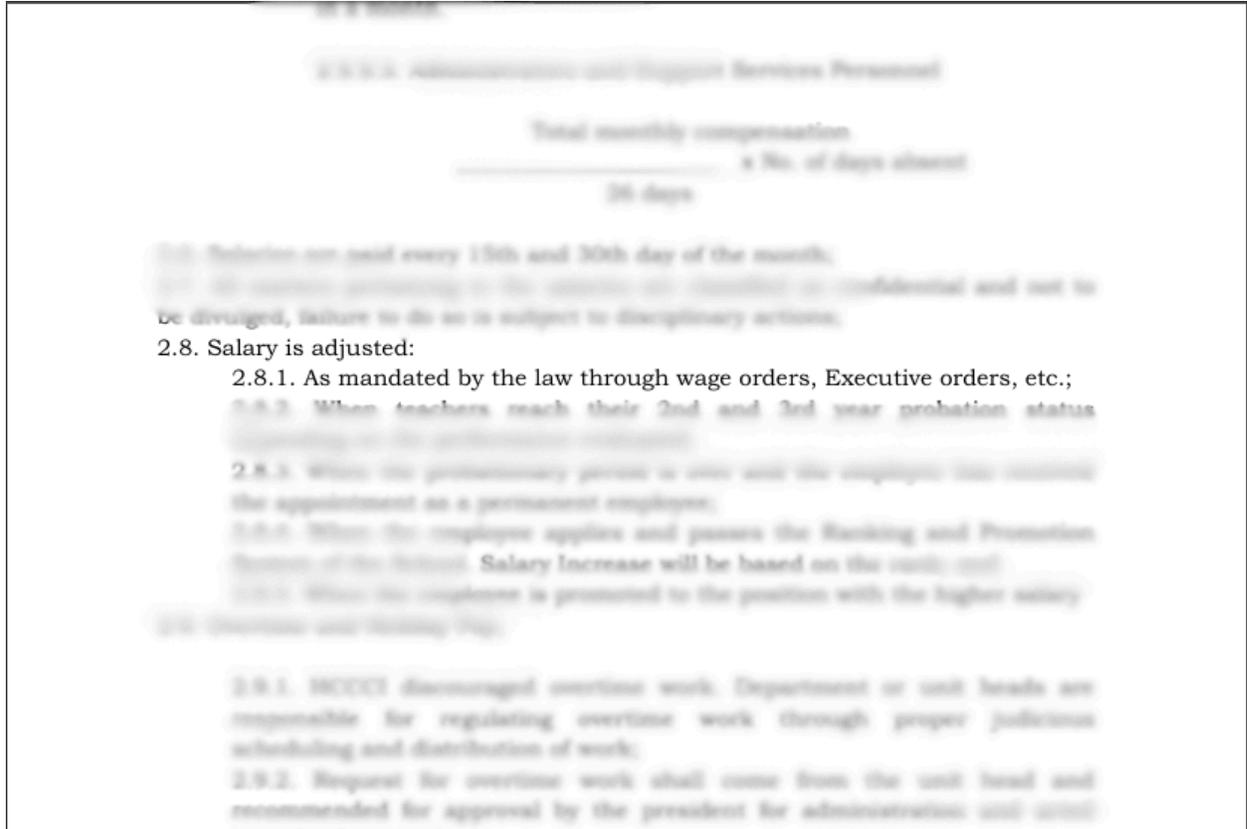
2.4. Salary increase due to ranking become effective in the month of July of the following school year. The recommendation submitted by the committee on Personnel Ranking and Promotions shall be acted upon by the president within 30 days, otherwise, it shall be deemed approved.

2.5. As a general rule, no salary deductions are made without the written consent of the employee, except in the following cases;

Section 2.1, Salaries ([HCCCI Policy Manual](#)), pg. 67

“HCCCI is committed to provide its employees with the salaries in keeping with training, experience, responsibility and social status, in accordance with existing laws, regulations and rules of the land.”

Salary Adjustments According to Law



Section 2.8.1, Salaries ([HCCCI Policy Manual](#)), pg. 68

“Salary is adjusted: (1) As mandated by the law through wage orders, executive orders, etc.”

Salary Scale Committee

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| | | | | initiatives, programs, activities and other regarding the conduct of the annual assessment exercises. |
| 18 | The Salary Scale Committee | Chairman | Administrative Director | <ul style="list-style-type: none"> It reviews and proposes upgrading of the salary rates in relation to the current economic situation. It prepares for the revision of the salary scale if necessary with due consultation of all concerned sectors. It submits proposals and recommendations to the School President. |
| | | Members | <ol style="list-style-type: none"> 1. Finance Officer 2. Human Resource Officer 3. Quality Assurance Officer | |
| | | Chairman | Human Resource Officer | <ul style="list-style-type: none"> It is the responsibility of the committee to lay down a formal process for writing complaints and see to it that employees are given opportunity to be heard. |
| | | Members | <ol style="list-style-type: none"> 1. Administrative / Academic Director 2. Quality Assurance Officer 3. Unit Head Concerned | |

The School Council and the Committees, Committee Structure (Item 18), [HCCCI Policy Manual](#), pg. 40

“The Salary Scale Committee reviews and proposes upgrading of the salary rates in relation to the current economic situation. It prepares for the revision of the salary scale if necessary with due consultation of all concerned sectors.”

Employee Benefits Supporting Living Wage Compliance

above their regular salaries.

I. **BENEFITS AVAILABLE:**

1. Law-Mandated Benefits

- 1.1. 13th Month Pay
- 1.2. Maternity leave
- 1.3. Paternity leave
- 1.4. Solo Parent-Parental Leave
- 1.5. Membership in Social Security System (SSS)
- 1.6. Membership in Philippine Health Insurance Benefit (PhilHealth)
- 1.7. Membership in Employees Compensation Benefit
- 1.8. Membership in Home Mutual Development Fund (HMDF-Pag-ibig)

2. Law-Mandated and HCCCI-Initiated Benefits

- 2.1. Retirement benefit
- 2.2. Service Incentive Leave (akin to the vacation Leave)

3. HCCCI-Initiated Benefits

- 3.1. Sick Leave
- 3.2. Emergency Leave
- 3.3. Family Tuition/School Fees Discount/HCCCI Employee Tuition/School Fees Discount
- 3.4. Study Privilege
- 3.5. Retreat payments
- 3.6. Uniform (clothing)
- 3.7. Christmas Gift-President's discretion
- 3.8. Bonus- President's discretion

91 | Page

HCCCI School Policy Manual

4. HCCCI Employees Other Benefits

- 4.1. Death Assistance from fellow employees
- 4.2. Death Assistance from HCCCI
- 4.3. Mutual Health Benefit Program (MHBP) – (on study)

Law Mandated Benefits, Sections 1.1 to 1.8, [HCCCI Policy Manual](#), pg. 91-94

“HCCCI provides benefits such as 13th Month Pay, SSS, PhilHealth, Pag-IBIG, Employees’ Compensation, sick and emergency leaves, tuition fee discounts, and retirement benefits equivalent to salary.”

