



<h1>Internal Staff Policy Manual</h1>	2020-2021
	VERSION No. 006
<i>English Version</i>	

1. INTRODUCTION

This manual is intended to be an informational guide to policies and procedures of COJOWA and this is part of the employment contract. The school reserves the right to change the terms outlined in the Internal Staff Policy Manual at its discretion.

2. SCHOOL HANDBOOK

The official COJOWA *Manual de Convivencia* (School Handbook) and *Reglamento Interno de Trabajo* (Internal labor regulations) contains parallel information regarding procedures and policies for students, and families and will be used and referred to throughout the school year. All staff members will be held accountable to any and all staff obligations and duties mentioned within this Handbook. This Handbook is housed on the school website.

3. BASIC STAFF REQUIREMENTS

All staff members are obligated to work the normal working day in the activities and hours assigned and adjust to changes considered necessary to the work week. In addition, staff members are expected to work on complementary or related assignments such as: workshops, parent conferences, academic meetings, and social programs of the school. It is also expected that teachers provide additional help to students through a scheduled and controlled remedial program.

Staff members will also be required to participate in school activities which directly benefit our students and the school community as a whole. Such activities will include, but not be limited to, remedial, sports, special interest "Clubs," occasional bus monitoring, occasional substitute teaching, Halloween activities, Carnival activities, Christmas Programs, and events sponsored by the PTA or by the *Fundación COJOWA*.

4. INTERNAL LABOR REGULATIONS

In addition, the Colombian Internal Labor Regulations for COJOWA also contains all legal and official guidelines, rules and regulations for COJOWA employees and should be used and referred to by staff at all times. This document is available in the Human Resources office and also it is published in the hallways.

5. SCHOOL CALENDAR

Please refer to the official Calendar approved by the Directors Council for details on official work days and Holidays. All staff members are expected to adhere to the official calendar at all times. Any and all absences must be approved by your direct supervisor. This calendar is housed on the school website.

6. STAFF SCHEDULE:



Teachers

7:00 am	Arrival each day
3:00 pm	Departure on Mondays, Tuesdays, Thursdays, and Fridays
4:00 pm	Departure on Wednesday (Student Early Dismissal Days)

Teachers (Circle Time)

9:30 am	Arrival each day
5:30 pm	Departure every day

Administration

7:00 am	Arrival each day
4:00 pm	Departure Monday through Thursday
3:30 pm	Departure on Fridays

***Please notice: 1) The Cafetería, Maintenance or Transportation schedule are not included; 2) The administration schedule may change, but always aligned to legal regulations.*

7. STUDENT SUPERVISION

All staff members at COJOWA are expected to provide student supervision at all times whether or not they are with their own students or are in a scheduled class. As professionals, we are all expected to look out for the well-being of our students while on the buses, while at school, in the halls, in the cafeteria, and while on school sponsored trips.

8. BUS TRANSPORTATION

COJOWA provides bus transportation to all staff members from the city of Cartagena to the school in the Zona Norte. This transportation is not necessarily door to door and might require that a staff member walk to a designated pickup area. The school cannot be held responsible for anything lost or damaged while on these routes.

Characteristics of this service:

- The buses are air-conditioned. The air conditioning is not always consistent and can sometimes vary in temperature. Please be patient and understanding with this point.
- The buses are provided by an external company and may vary from time to time.
- The buses are not new buses and do not have luxurious, reclining chairs.
- The buses are checked regularly and are held to local quality standards.

9. BUS SUPERVISION

Student routes are covered and supervised by COJOWA staff members. The duties are coordinated by the transportation office and Human Resources.

School Bus Rules for Monitors ([Spanish version](#))

- Look after the assigned bus route from start to end and oversee the students' discipline.
- Be vigilant over any eventuality that may happen, and communicate with the Transportation Coordinator.
- Be watchful over students' safety. Make sure that ALL students are picked-up and dropped-off where they're supposed to.
- Check the bus and make sure no objects are left behind after the bus route is over.



- Safely keep any object you've found left behind in the bus and hand it over to its owner or the Transportation Coordinator.
- Give directions to the Bus Driver if he is substituting the regular driver.
- Communicate to students any changes you are planning to make to the bus route.
- Make sure students follow the bus rules.
- Follow any additional task that may be given out by the Transportation Coordinator (e.g. a variation of the bus route.)
- Make sure your cell phone is turned on at all times during the bus route to have direct communication with the school.
- In case of serious accident/injury, communicate immediately with the Transportation Coordinator and follow the given instructions.
- Verify that all students are dropped-off in their respective bus stop, in front of their residence, without a need to cross the street. If the student wishes to be dropped off at a different bus stop he/she must show a permission in written form signed by his/her parents.
- Do not allow the entrance of students from other bus routes to ride in the bus unless he /she has a permission slip from his/her parents and the 'ok' from the Transportation coordinator.
- Do not allow the access of the outsider to school busses.

10. CAFETERIA SERVICES

COJOWA provides a full cafeteria service for all Zona Norte students and staff members. Staff members can choose to either pay in cash for the meals they eat or use a digital sign (fingerprint) for their meals so that the cost can be deducted from their monthly paychecks. Due to the lack of time and sometimes short lunchtimes, staff members do not have to wait in line with the students and can use the right side of the cafeteria service line to ask for their meals.

Characteristics of this service:

- Full hot meals are available each day.
- Fast food items like sandwiches, hotdogs, pizza, chips, etc. are also available for purchase.
- A complete salad bar is available each day. You can request the salad bar with or without chicken / tuna.
- Beyond the salad bar, regular vegetarian and vegan options are not provided.
- The cafeteria is not a menu-based service; the only options you have are the ones being served that day.
- The weekly menus are uploaded on the schools website for your review.
- Cafeteria meals can be eaten either in the cafeteria on the side tables or in the Staff Lounge. All trays must be returned to the storage racks after you are finished with your meal. These storage racks are located in the cafeteria in-between the two main entrances.
- Trays and plates should not be left in the Staff Lounge.

11. STAFF EVALUATION AND PROFESSIONAL DEVELOPMENT

The teacher evaluation, supervision and professional growth process at COJOWA requires all teachers to focus on the following principles of a strong, coherent lesson and academic program:



- **Well-articulated curriculum:** Know and use clearly articulated learning targets (standards and benchmarks).
- **Delivery:** Plan and use instructional strategies that will help the learner retain content and apply information and skills. Instruction should focus on student involvement and provide opportunities for students to practice what they have been taught.
- **Assessment:** Use a range of assessment methods to clarify the learner's status relative to learning targets, and generate the information necessary to help the learner achieve these targets.
- **Standards-based feedback:** Give methodical feedback to the learner based on targets, and refine record keeping and reporting accordingly.

The goals and benefits of the following process are multiple, but the ultimate goal is to move the learning curve to the right for all students and as a result increase student learning.

11.1 INFORMAL OBSERVATIONS COMPONENT

On a regular basis throughout the school year, the principal will visit all classrooms and all teachers to observe and ensure indicators of an effective learning environment such as:

- Student time on task
- Student's ability to explain their own learning
- Appropriate teaching strategies
- Accommodation for individual differences and learning styles
- Evidence of use of higher level thinking skills
- Evident routines and organization
- Efficient use of space
- Good use of time
- Effective and appropriate lesson planning
- Effective use of resources
- Implementation of a school-wide adopted program and curriculum.

Feedback will be provided to all teachers by their principal throughout the year. The format for tracking informal observations and providing teacher feedback is based on each individual principal's preference. Questions from a principal could include inquiries about:

- The progress of a particular student
- Student progress in general
- The rationale for the use of a particular activity
- The overall sequencing of the lesson
- Feedback on a particular program

11.2 FORMAL OBSERVATION COMPONENT

Formal observations will be carried out on the following teachers: all teachers new to COJOWA, teachers in need of assistance, teachers who choose to be formally observed (principal approval required), and any teacher in need of a formal observation as determined by the building principal. At the end of the school year the teacher receives a summative evaluation report, based upon written informal observations and the formal observation cycle.



11.3 LESSON PLAN REVIEW

All teachers must submit lesson plans as determined by their Principal. These lesson plans should ensure compliance with the above mentioned four principles of a strong lesson: learning targets, instruction, assessment, and feedback.

11.4 SUMMATIVE EVALUATIONS AND APPRAISAL:

All teachers will receive a summative evaluation at the end of the school year that will be based on the principal's observations and evaluations and on the teacher's self-evaluation. These summative evaluations will be housed in the Human Resource office.

The American Association of Schools in South America (AASSA) Teacher Performance Evaluation System (TPES) uses the Goals and Roles Performance Evaluation Model© (short title: Goals and Roles Model©) developed by Dr. James Stronge, for collecting and presenting data to document performance that is based on well-defined job expectations.

The TPES provides a balance between structure and flexibility. It is prescriptive in that it defines common purposes and expectations, thereby guiding effective instructional practice. At the same time, it provides flexibility, thereby allowing for creativity and individual teacher initiative. The goal is to support the continuous growth and development of each teacher by monitoring, analyzing, and applying pertinent data compiled within a system of meaningful feedback.

11.5 PURPOSES

The primary purposes of TPES are to:

- Optimize student learning and growth.
- Improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness.
- Contribute to successful achievement of the goals and objectives defined in the vision, mission, and goals of AASSA schools.
- Provide a basis for instructional improvement through productive teacher performance appraisal and professional growth.
- Implement a performance evaluation system that promotes collaboration between the teacher and evaluator and promotes self-growth, instructional effectiveness, and improvement of overall job performance.

TPES includes the following distinguishing characteristics:

- Focus on the relationship between professional performance and improved learner academic achievement.
- Sample performance indicators for each of the teacher performance standards.
- System for documenting teacher performance based on multiple data sources.
- Procedure for conducting performance reviews that stresses accountability, promotes professional improvement, and increases the involvement of teachers in the evaluation process a support system for providing assistance when needed.

12. ONLINE STUDENT INTEGRATED ASSESSMENT AND GRADING SYSTEM



COJOWA uses a student data system to allow us to assess, grade, monitor and provide feedback to students and their parents regarding student academic and overall progress. The integrated program is called **Alma**. Alma is a program which allows the user to store and work on all the relevant information of the institution and also to access any data with a single click. It controls and allows the user to follow up on grades, academic situations, absences, and financial issues, all with one application. Alma creates users for students, teachers and parents to facilitate communication between the institution, the students and their families. Teachers are expected to input new grades and assignments in Alma **within one week** of being submitted.

13. PERSONAL BUSINESS DAYS AND ABSENCES

13.1 PERSONAL BUSINESS DAYS FOR EDUCATIONAL STAFF:

COJOWA recognizes that there are certain occasions when a professional staff member must be absent for personal business, including situations that cannot be attended to on weekends, holidays, or after regular hours. Personal business days are not meant for extra vacation time. Personal business days include, but are not to be limited to the following:

- Legal, visa, passport, or court business.
- Travel beyond your control.
- Illness or death in the family. (The school grants three days of paid personal leave for death in the immediate family; including mother, father, grandparents, brother, sister, son or daughter. If international travel is involved, two additional days will be granted for a total of five calendar days of paid leave).
- Special family events.
- Other reasons to be discussed and approved by the Director.

During an approved personal business leave absence, an employee will receive full salary. We strongly encourage teachers not to take a personal day unless strictly necessary. The school publishes a calendar in advance as a means of giving staff the opportunity to plan ahead, and except in the case of unforeseen events and other extenuating circumstances, it is understood that travel should be planned around the school calendar.

The school approves two (2) paid personal business days for each staff member throughout the school year – one per semester. These days are not accumulative. Unless it is a workshop, seminar or an emergency, no more than one teacher at a time, per section, should be absent for personal days.

Permissions for Personal days must be requested, no less than (10) days in advance, however, in the event of an emergency, the request will be accepted. These days are not approved immediately before or after holidays, Novembrinas, Thanksgiving, Easter, or on report card distribution days. Neither will they be approved during the months of August, December, January or June of each academic period.

For this request the employee must follow the procedures of completing the **PERSONAL BUSINESS DAYS REQUEST FORM** which will be provided by the respective area secretary or by the Human Resources Head. When staff members are absent for personal days, other staff members may be asked to cover the responsibilities of the absent staff member. As established in the work contract, teachers may be asked to substitute for classes, supervision duties, or other responsibilities within their work hours.

13.2 PERSONAL BUSINESS DAYS FOR ADMINISTRATIVE STAFF



All central office and administrative staff members have a different type of contract with different number of work days in the year, different office hours, different vacation schedules, and different labor requirements. As such, the above mentioned Personal Business Days policy for Educational staff does not apply to the administrative staff.

All central office / administrative staff members should meet with their direct supervisor, with sufficient advance notice, to request vacation time, modifications to their schedules, personal days, and/or any additional personal or professional requests that are not stipulated in their contracts. When possible, days immediately before or after holidays, novembrinas, Thanksgiving, or Easter should be avoided. These requests will then be presented to the Director for final approval.

13.1 RECRUITING DAYS

If a foreign hired teacher is not renewing their contract after their second year of work or thereafter, the school allows them two work days for recruitment at other institutions and two additional travel days if required due to trips abroad. These permissions must be requested at least 30 days in advance and coordinated directly with the Director. If not used, these days cannot be used for additional personal business days or extra vacation time. These days cannot be used in June.

13.2 SICK DAYS

When school employees fall sick, they must notify their Area Coordinator, HR and the secretary (or their immediate boss in the case of the administrative area). The absence must be notified as soon as possible and at least, half an hour before the school activities begin.

Starting from the first sick day, a written excuse issued by a doctor must be sent or brought to school informing the health situation and also mentioning the length of the disability period. This must be supported by a medical health insurance policy or EPS, so that it can be used to handle the corresponding procedures.

13.3 GENERAL NOTES REGARDING ALL ABSENCES

Staff members should not request non-paid leaves of absence in addition to or in place of personal business days. The school calendar allows for more than enough time-off for vacation, travel, and personal activities.

The school also accepts those absences approved by law such as death of family members, childbirth, and domestic calamity. These absences must be legally supported. When possible, these permissions must be requested at least 10 days in advance. The teacher is responsible for planning and substitutions of all classes.

Please do not make travel arrangements involving school calendar days without the approval of the Principal / Coordinator, the Human Resources Coordinator, and the Director. The administration will handle all types of absences with discretion, allowing for a in-depth and fair analysis of the situation. The administration reserves the right to make decisions different from the ones mentioned in the current Staff Policy Manual if they are in the best interest of the staff member and the school.

14. DRESS CODE

Colegio Jorge Washington expects all staff members to dress in a professional manner.

14.1 TEACHERS



The school community places a great deal of importance on a teacher's personal grooming, hygiene, and appearance. Because of the customs and traditions found acceptable in Cartagena, what is considered professional may be somewhat different than that to which you are accustomed. Though the school is near to the beach, your working attire should not reflect this fact.

The following guidelines are expected to be followed by all staff members:

- **Men:** A collared shirt, pants, and shoes with socks are considered acceptable professional attire. Examples of attire to avoid: shorts, ripped jeans, T-shirts, sandals (or flip flops), and piercings.
- **Women:** A comfortable dress, skirt, blouse and slacks are all considered acceptable professional attire. Examples of attire to avoid: Miniskirts, see-through clothing, bare midriffs, body shirts, ripped jeans, tights, low cut pants, sandals (or flip flops), and excessive piercings. Appropriate undergarments are to be worn at all times.
- **Casual Fridays:** Academic staff have the option to wear jeans on Friday to create a more casual atmosphere.

14.2 ADMINISTRATIVE STAFF

Some of our administrative Staff have to wear a uniform according to the labor law and also because it becomes the symbol and the corporate image of our institution and shows consistency in our work group.

Staff with uniform:

Here are some basic guidelines regarding the proper use of uniform and our appearance, which will allow us to project a professional image to all members of our community:

- Come to work with the complete uniform Monday through Friday, except for a special event previously authorized by the direct supervisor or Human Resources.
- For women - Use light makeup and discreet hair styling in harmony with the uniform. Use moderate accessories that combine with the uniform.
- Use shoes according to the tone of the uniform. Sandals (or flip flops) are not allowed.
- Do not use the uniform to attend non-work related activities, such as parties, events, bars or nightclubs. Remember that the image is not only within the institution; we must also uphold our image around the city as well.
- Employees with assigned uniforms are responsible for its care. If the uniform is damaged due to mistreatment, the employee should bear the cost of repair or replacement.
- It is not permitted to make alterations to the uniform. If the uniform is altered, the cost of repair and/or replacement will be charged to the employee.

15. PAYMENTS AND DEDUCTIONS

15.1 PAYDAYS

All staff members are paid every two weeks (half of the salary on the 15th and the other half on the 30th of each month).

***Due to the COVID-19 situation and while we are using the Contract for Services, the foreign new staff will receive their payment at the end of the month.*

15.2 SALARY DEDUCTIONS



No money will be deducted from a teacher's paychecks unless they have given the business office or the human resource office written permission to do so, unless the deductions are legally required by Colombian labor law and appear in their contract.

16. PROFESSIONAL DEVELOPMENT

Colegio Jorge Washington supports professional learning and training opportunities for teachers and other employees, within available and limited resources. To this end, the school may offer financial assistance to those individuals who wish to participate in a course of study or other professional development activities that focus on system-wide school improvement goals. All staff who have been employed a minimum of one year are entitled to apply for this assistance. Access is at the discretion of the Director and the Professional Development Committee, which will aim to ensure equity and fairness of treatment under the policy.

Options may include: graduate degree programs; graduate credit courses; continuing professional education courses, (on-campus or on-line); workshops, skills training programs, refresher courses, special conferences, academies, institutes, making presentations, and second language studies in English or Spanish.

Employees are expected to discuss their professional development needs with their principal or immediate supervisor before submitting an application to them. Priority will be given to activities that help employees improve existing knowledge and skills or acquire new knowledge and skills required for the performance of their duties. Assistance may also be given for activities that prepare employees for promotion possibilities or improve employees' general education.

Conditions:

- All requests for staff development must be submitted to the Director with supporting documentation.
- Universities and second language institutes must be accredited institutions.
- Requests must be submitted prior to the start of the course or activity.
- If the activity will require time away from school, the staff member must assist the principal in arranging substitution.
- Studies must take place during the employee's free time and not interfere with duties.
- The staff member must present proof of receiving passing grades in all courses taken for credit.
- Funding may include airfare, lodging, meals, inscription fees, taxis and tips. All real and estimated costs must be included in the application.

Professional Development Committee:

This committee consists of the Director, the Principals, the HR coordinator, and the Business Manager. Its responsibilities include:

- Identifying development needs that are consistent with school-wide improvement goals.
- Deciding upon the annual disbursement of funds.
- Reviewing and approving or rejecting applications.
- Monitoring all professional development activity

17. CHILD PROTECTION POLICY



"As members of Colegio Jorge Washington's community, we foster the well-being of the children and adolescents under our care, committing ourselves to promote a safe and protected environment for all, ensuring their rights and their physical, emotional and mental development."

To achieve this objective, the school is committed to promote, prevent, respond, and follow up on cases of mistreatment or abuse, following the due process in this policy which is aligned with Colombian norms and laws.

When enrolling their children in COJOWA, parents agree to work as a team with the school and to comply with the policies defined by the Board of Directors. The school-parent relationship is key to guaranteeing the highest level of safety and care for our children.

All school's staff members have the opportunity to observe and interact with children over time. This condition of being near to them, makes it easier to identify those children who may require help and protection. As such, teachers and other school employees have an ethical, professional and normative obligation to identify and / or report those children or adolescents who need help and protection from the school by taking the appropriate and proper measures and providing the child and their family the services required to respond to any situation that constitutes child abuse, neglect or abandonment in accordance with this policy.

Colegio Jorge Washington's Protection Policy for children and adolescents is based on the laws of USA and Colombia as well as on the United Nations Convention on the Rights of the Child of which the United States and Colombia are signatories.

If a faculty or staff member suspects a child is being physically or psychologically abused, he/she is responsible for reporting this information to his/her Section Principal.

Press [here](#) to find the COJOWA child protection policy that is published on our website.

18. SENIOR PROM

The graduation is a school event organized and sponsored by COJOWA. The Prom is a senior event organized and sponsored by the seniors and their parents - it is not an official school activity. From past years we know that minors do attend and do end up having access to alcohol under the supervision of their parents at this event, no matter what the organizing committee tries to set up in terms of regulations and restrictions. Staff members may attend Senior Prom if invited, however, we recommend tact and careful judgment in regards to the consumption of alcohol in the presence of students.

19. LOSS & THEFT

COJOWA considers it is every person's duty to respect the property of the school and of fellow community members. Though the school is in no way responsible for damaged, lost or stolen items, in the spirit of education, disciplinary actions will be applied as defined in the School Handbook and in the event that somebody is caught stealing.

- COJOWA reserves the right to mount surveillance cameras throughout the campus. Footage will be handled with utmost discretion by authorized staff, and constitute valid proof of the offense.
- The Principals, Business Manager, Facilities Manager, and Director are authorized to search lockers, backpacks, outgoing cars etc. at any time. Please be courteous and cooperative. These people are just doing their job.



- It is school policy that everyone should avoid bringing valuables to school unless they are required for school activities.
- At school, remember to practice good habits with expensive belongings to prevent issues.
- The sooner that building administrators are informed of a lost item, the greater the probability of finding it.
- It is recommended that the “Find My Device” options be activated on all digital devices such as cell phones, tablets, and laptops to support locating them in the event that they go missing.

20. COJOWA TUTORING POLICY

Professional responsibility requires that COJOWA instructors make themselves available during the school day for student conferences and extra help outside of the regular class periods. No reimbursement may be accepted for such extra help during the regular school day, or during scheduled remedial periods. Teachers or counselors may recommend to parents through the principal, that a student receive tutorial assistance outside of school hours. The administration may assist when requested by the parents, in arranging for tutorial instruction and in suggesting possible tutors.

Tutoring for students is viewed by COJOWA as a viable means of helping students who are having difficulty learning educational material. Employee involvement as tutors is desirable for both the students and the employees according to the following guidelines:

- Parents should be aware of the opportunities which the school offers before initiating tutoring on their own.
- A teacher shall not provide paid tutoring to a student from his/her class except under special circumstances and with the permission of the director. A teacher may tutor students from other classes.
- A counselor shall not provide paid tutoring or advisory help or tutor a student from his/her section. Counselors may see students from another school level.
- COJOWA employees who are tutoring non-COJOWA students should make it clear that they will have no involvement in the admissions process and should not provide the tutoring on the COJOWA campus or use COJOWA resources.
- Tutoring of children should not conflict with school hours and school responsibilities.
- Any questions regarding tutoring should be directed to the sectional counselor or the corresponding principal's office.

21. SCHOOL COMPUTERS

COJOWA thrives on providing a digital learning environment that generates knowledge, facilitates creativity, and increases collaboration in accordance with the school's educational mission.

The school provides staff with electronic equipment such as: computers, tablets, document cameras, projectors, TVs, etc. for academic use. Nevertheless, if a staff member wishes to use his/her own equipment such as: projector, laptop, tablet, printers, iPods, etc.; he/she is bound by the following terms:

- The use of personal equipment inside the school is the staff member's responsibility.
- In the case of loss or damage, the school will be exempt from responsibility for reimbursement.

22. SOCIAL NETWORKING USE

COJOWA recognizes the value of online platforms as a communication tool with students and families. Employees should use the school's institutional email and student information system to communicate



with students and families. Personal email accounts and other social networking sites should be used with discretion. In addition, employees are encouraged to protect their personal accounts and limit access to these accounts with other employees, students, and parents.

23. CONFIDENTIALITY

All employees are required to maintain the confidentiality of all school and student information to which they have access. This information may include records, files, reports, documents, communications, student performance, and enrollment. Confidentiality shall be maintained both during and after employment at COJOWA. All personnel should discuss confidential information only when necessary and appropriate in the context of school operations. Prior to discussions with external service providers, such as psychologists or other educational professionals, employees should receive permission from parents or guardians. All calls from legal counsel should be referred to the Director.

24. VISITORS TO CAMPUS

The safety and security of our faculty, staff, and students is extremely important, according to our policies, biosecurity protocols and Child Protection policy.

All visitors to COJOWA campus must receive prior approval from Human Resources and their Section Principal before coming to school. If the visit is approved, the visitor must show their ID at the front entrance. Faculty and staff should be aware of visitors on campus and make sure to stay with them since it's their responsibility.

As for the pets, Staff members have to ensure that their pets are friendly and have their vaccines, to bring a pet to campus, it is necessary to get approval from the HR department and principal since we have cases where some kids are allergic to some animals and also because some of them may feel intimidated by the pet.

25. COLOMBIAN TAXES

Please be aware that starting in 2014, all employees earning more than \$30,000,000 COP / Year must declare income taxes (Declaración de Renta) before DIAN (Colombian Tax and Customs Organization). The accounting department will provide general guidance and greater information during the month of August; they can also recommend external accountants that can support the filing process.

For further information, please press [here](#) to have access to *"frequently asked salary questions"* document.

<p>Elaborated</p> <p>Ienzune Fram M. Head of Human Resources</p>	<p>Approved</p> <p>Dr. Nick Glab Director</p>
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