



### Pay procedures policy

It is the policy of TAMOS Education to pay employees by cash money on a regular basis and in a manner so that the amount, method and timing of wage payments comply with any applicable laws or regulations. The guidelines for pay procedures are as follows:

1. Employees on a monthly pay schedule will be paid on by the tenth day of the following month. If the regular payday occurs on a Saturday, Sunday or a holiday, employees will be paid on the last working day before the regular payday.
2. Under normal circumstances, it is against the policy of TAMOS education to make advanced payments or loans to employees except under emergency circumstances of will be made at the discretion of the school directors and their decision is final.
3. Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with the school directors.
4. All salary discussion and negotiations are confidential and are not to be discussed.

### Sick Leave Policy

TAMOS Education provides protection for its regular employees against loss of income sustained because of illness. An employee's sick leave allowances are only applicable to absences necessitated by employee illness. The guidelines for sick leave and sick leave pay are as follows:

1. All regular employees working twenty (20) hours or more per week are eligible for paid sick leave.
2. The sick leave allowance is six (6) workdays per year. Sick leave allowance must be used within the employee's contract year. Unused sick leave allowance may not be accrued beyond the employee's contract year, under any circumstances.
3. Sick leave is not paid until the employee successfully completes the probationary period.
4. Employees may not use sick leave for purposes of routine physician appointments unless the time has been approved in advance by the General Director.
5. Sick pay is paid at the employee's straight time daily rate for the average scheduled work day until all employee's sick time has been used.
6. An employee is in an out-of-pay status when the sick leave allowance is exhausted.
7. During short-term illness, the Operations Department must be notified daily of the employee's condition and anticipated return following the standard call-in procedures. Failure to follow procedures may result in an unpaid unexcused absence. (Basic Employment Policy).
8. Managers will, on a periodic basis, review employee attendance records to determine if there has been an excessive use of sick leave. (Basic Employment Policy).
9. An employee will be expected to present a certified statement from a licensed physician from an accredited hospital regarding the illness if two or more sick days are taken consecutively. Failure to present such a document on request can disqualify the employee for sick leave allowances and may result in corrective action.

### Expense Reimbursement

TAMOS Education aims to expeditiously reimburse employees for any expenses incurred during the carrying out of work duties and responsibilities.

The guidelines for expense reimbursement are as follows:

1. All expenses must be directly related to the carrying-out of duties and responsibilities and be **pre-approved** in writing by the school director.
2. All amounts will be reimbursed by way of cash on the day of the approved paperwork being handed in or the date of salary payment.
3. The employee must submit supporting documentation (e.g., statements, invoices and receipts) for an approved expense claim. Failure to present such document(s) on request will disqualify the expense claim.

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## Compensation and Benefits Policy

