



## SALARY STRUCTURE

Pursuant to a resolution of the Governing Board, below now represents the Salary Structure of the Organization;

- I. That the following shall make up the basic entitlements of every Staff, which includes;
  - (1) Basic Salaries: 29% of total amount due
  - (2) Rent: 14% of total amount due
  - (3) Transport Allowance: 11% of total amount due
  - (4) Medical Allowance: 19% of total amount due
  - (5) Utility Allowance: 18% of total amount due
  - (6) Others or Emolument(General Allowance): 9% of total amount due
  
- II. Each Staff is allowed to a certain amount which would be dictated at the end of the month from the total Gross Salary before tax. This includes the following;
  - (1) Advance Payment
  - (2) Loan

The Staff competency, punctuality and commitment will be seriously taken into consideration before granting any of the above payment, and also the Board should be given at least seven (7) working days' notice ahead for consideration.

- III. Every Staff shall have a 3.08% tax deduction from their salaries. This is a personal income tax, which shall be duly accounted for to the relevant Government Agency.
  
- IV. After all the above have been taken into consideration, every Staff are entitled to their Net payment on or before the last date of the Month.

## **LEAVE OF OFFICE**

Every staff is entitled to a leave of office for a period of 18 working days in a year, which can be split in weeks throughout the year, a notice of 14 working days shall be given for approval before a staff can embarked on the leave. All employees are entitled to leave with pay.

## **EMOLUMENTS**

The Board, after conducting both written and oral interview for applicants, agreed that the payment of Staff salary should be in the order of Lawyers Alert payroll for the following positions;

- President
- Project Coordinator . . . . .
- Project Officer . . . . .

- Monitoring and Evaluation Officer
- Accountant
- Administrative Officer
- Research Officer
- Media Officer
- Legal Officer
- Project Assistant
- Driver
- Cleaner

### **VOLUNTEERS/CONSULTANTS**

The Organization sometimes may have volunteers who are not entitled to any basic salary from the Organization but may be given any allowance based on the available resources per time. Consultants can also be made use of in a specified project because of their professionalism and cost constrain of the Organization, the Consultant would be paid based on negotiation and terms of working condition.