



Terms of service and remuneration of native English-speaking teaching personnel employed by Lycée international Jean-Mermoz Abidjan with local status and hired outside of Côte d'Ivoire

Effective from 1st September 2016

The Lycée international Jean Mermoz (LIJM), located in Abidjan (Côte d'Ivoire) is placed under the pedagogic, administrative and financial authority of the lay mission known as Mission laïque Côte d'Ivoire (MLCI). Locally, this non-profit organisation under Ivorian law is represented by the Mission laïque française (Mlf), with which it has signed an Agreement. Personnel with local status must sign a fixed-term or open-ended employment contract. This is a private-law contract according to the provisions of law No. 2015-532 of July 20, 2015 pursuant to the Labour Code of Côte d'Ivoire and its implementing regulations.

Recruitment of language teachers who are native speakers of english with local status hired outside of Côte d'Ivoire is governed by a two-year fixed-term contract (CDD: *contrat à durée déterminée*) which runs from 1st September to 31st August. As the case may be, the CDD can be followed by an open-ended contract (CDI: *contrat à durée indéterminée*).

A dispensation may be granted to individuals who, at the time of their recruitment, are employed by another establishment certified by the French Ministry of Education, enabling their accreditation by the French Ministry of Education and the possibility of an open-ended contract.

The newly recruited teacher is considered to be on probation for the first three months following the entry into force of his/her contract and this period may be extended by another three months. In all events, the probation period may not exceed six months, during which time both the teacher and MLCI have the option of terminating the contract.

After expiry of the above-mentioned probation period, the contract may only be terminated in the event of gross negligence or force majeure, or by mutual consent of the two Parties.

SERVICE OBLIGATIONS

Teachers with local status are exclusively placed under the administrative and hierarchical authority of the Headmaster of LIJM, acting on behalf of the Chairman of MLCI.

The functions entrusted to native English-speaking teachers with local status and recruited outside of Côte d'Ivoire may include:

- Teaching English at primary level.
- Teaching English at secondary level.
- Teaching English for part of the primary programme.
- Teaching English for part of the secondary programme.

Weekly service obligations

The MLCI has defined the weekly service obligations of teachers with local status as follows:

- Secondary-level teachers (excluding documentation and physical education): 18h.
- Physical education teachers: 20h (including 3h on call).
- Reference librarian: 36h (including 6h dedicated to external relations and research).
- Primary-level teachers: 24h (+108h per year, including 60 hrs of personalized assistance).

In the event of combined service at primary and secondary level, the weekly service obligation shall be defined on the pro rata basis of hours taught at either level.

At LIJM teachers' service obligations include the following duties which are not subject to any specific form of additional remuneration except ISO: preparatory work for classes, assistance and monitoring of students' personal work, student evaluation, counselling students on project choices, relations with students' parents, participation in staff meetings for teachers teaching the same classes or levels and the same subject matter or groups of subject matters. Namely, this includes:

- Participation in teaching staff meetings regardless of whether or not they are officially called as education councils or class councils, level or teachers' meetings.
- Participation in periodic student evaluation meetings.
- Exchanges with students' families, in particular parent-teacher meetings.
- Class meetings (secondary level).

Holiday periods

Holiday periods are defined by the school calendar. School holidays (mid-term holidays, public holidays, and summer holidays) comply with the French school calendar, specific needs of the establishment and local holidays as approved by the French Embassy.

All teaching staff members are required to participate in pre-term activities for at least one day. Teaching staff involved in exams (*diplôme national du brevet* [school certificate], preliminary baccalaureate examinations, Terminale baccalaureate examinations, exams and admission tests from CE1 to Terminale) must be available for duty throughout the examination and jury deliberation periods.

DETERMINATION OF REMUNERATION

The remuneration of teachers with local status is assigned to the school budget. LIJM fills out the pay slip and payment is made in francs CFA.

For full-time native English-speaking teachers with local status recruited outside of Côte d'Ivoire, remuneration includes:

I – The **gross grade salary**¹, calculated as follows:

- Teachers are classified in one of two pay scales: P2 or P3. Pay scale P2 comprises holders of a graduate degree or a diploma recognised to be equivalent to a French or Ivorian bachelor's degree (BAC + 3). The P3 pay scale comprises holders of a diploma

certifying two years of university-level studies.

- There are ten levels per pay scale and progress to the next higher level every three or four years is determined by seniority.
- The initial contract, established at the time of recruitment, fully takes into account (100%) any seniority acquired by teaching full-time in another certified establishment. If full-time appointment was held in a non-certified establishment, seniority will be reduced to 50%.
- If the number of weekly service hours does not meet the before-mentioned obligations of service, the salary is calculated on the pro rata of actual service hours.
- The annual salary base is twelve calendar months. The annual bonus known as the 13th month, guaranteed by the inter-professional collective agreement, shall be calculated by compensating for days of paid leave not included in the legal provisions for teaching staff according to the Ivorian Labour Code.

II - In addition to the gross monthly salary, a monthly transportation allowance of 25,000 FCFA shall be paid.

III –Benefits added to the gross monthly salary:

- In lieu of an accommodation allowance, an **extraordinary compensation** of 434,000 FCFA per month is paid out for 12 months per year. However the case may be and by decision of MLCI, in exceptional circumstances this compensation can be adapted using a multiplier of 1.5 to 2.
- Secondary school teachers will be paid a monthly (12 months per year) indemnity for student monitoring and counselling (ISOE) of 65,544 FCFA. For part-time teachers this indemnity shall be calculated on a pro rata basis.
- Primary school teachers will be paid a monthly (12 months per year) indemnity for student monitoring and counselling (ISOE) of 21,865 FCFA. For part-time teachers this indemnity shall be calculated on a pro rata basis. This indemnity shall be readjusted to 43,730 FCFA from 1st September 2017 and 65,596 FCFA from 1st September 2018.

IV – For the secondary level:

- Annual overtime (HSA - *heure supplémentaire année*) is paid for 529,770 FCFA (gross) per year.
- Actual overtime (HSE - *heure supplémentaire effective*) is paid for 15,000 FCFA (gross) per hour.

¹See the remuneration scale in the annexes.

V - Secondary school teachers appointed as class teacher shall receive an annual indemnity (paid out in nine monthly payments from October to June). The indemnity amount varies as follows:

- 807,457 FCFA (89,717 FCFA/month) from 6^{ème} to 4^{ème}.
- 924,191 FCFA (102,688 FCFA/ month) from 3^{ème} and 2^{nde}.
- 587,370 FCFA (65,263 FCFA/ month) from 1^{ère} to Terminale.

VI –Teachers of Première and Terminale classes

Teaching hours in Première and Terminale classes are recorded in the service maxima after applying a weighting coefficient of 1.1. However, weighting applies only to the first ten hours served in these classes.

TAXES AND CONTRIBUTIONS

- The applicable tax rate is 1.2% of gross salary plus indemnities and over-time hours. Tax is withheld at source.
- The CNPS pension contribution of 6.30% is withheld at source.
- The employer’s contribution towards Ivorian health insurance (not obligatory) varies between 50 and 75%, depending on revenue and family configuration and providing that a spouse does not have a professional occupation which includes similar insurance for the LIJM employee and her/his children.

BENEFITS GRANTED

- When signing a two-year contract, native English-speaking teachers with local status recruited outside of Côte d’Ivoire are eligible for a setting-up premium of 2,700,000 FCFA, which includes baggage costs and which shall be reimbursed on a pro rata basis should the contract be terminated prematurely. In the event contracts being offered and signed by spouses, this premium is set at 4,000,000 FCFA per couple. Moreover, this premium shall not be awarded to any person who is already a Côte d’Ivoire resident or who is moving to Côte d’Ivoire in order to reunite with a spouse who has made a professional move to this country. A sworn statement regarding the position of the spouse with regard to this subject will be requested.
- **Travel costs** (air ticket or other form of transportation, depending on the country of residence) – from the country of current residence to Abidjan and from Abidjan to the country of prior residence after completing a two-year (or longer in the event or renewal) contract –for the employed teacher, his/her married spouse or partner under civil covenant and their under-age or student children aging under 25 years and without professional income and usually living with the employee. This benefit cannot be awarded if the contracted teacher or her/his spouse resides in Côte d’Ivoire at the time of concluding the contract or if one or the other shall subsequently take up residence in Côte d’Ivoire in order to reunite at the place of the other’s professional appointment. A sworn statement regarding the position of

the spouse with regard to this subject will be requested.

- **An annual summer holiday travel allowance**, based on the country of prior residence, shall be awarded to the contract signee and her/his rightful beneficiaries accompanying and permanently residing with her/him (spouse or civil covenant partner, under-age children or students under 25 years of age and without professional income). This benefit is awarded exclusively to staff family members who reside outside of Côte d'Ivoire at the time of recruitment and who are moving to the country for the sole reason of the signee's appointment. This benefit shall not be extended to family members who have professional access to similar benefits for themselves and their family members. The signee must provide proof of completion of his or her dependents' travel. Moreover, this benefit shall be cancelled following completion of six years' service at LIJM.
- **Coverage of accommodation costs for one month following arrival to place of appointment** if the signee requests this benefit and provided that the move to Abidjan is exclusively motivated by said appointment.
- **Defrayal of visa fees.**
- **Coverage of repatriation insurance and third-party liability insurance** (collective CGEA contract signed by Mlf).
- **Rebate of 50% on school fees** and complete exemption from first-time tuition fees for children enrolled at LIJM. New staff members arriving from certified establishments may continue to benefit from the exemption previously enjoyed in the event that it should be more than 50%. This applies exclusively to children who were enrolled in the school of his employ.

Read and approved

Signature

ANNEXE

Gross monthly salary for locally recruited teachers

Salary scale as of 1st September 2016

Move to next level after 3 or 4 full-ended years on present level	P3	FCFA	P2	FCFA
	Level		Level	
0 - 3	1	888,232.000	1	1,007,496.000
4 - 6	2	922,752.000	2	1,051,439.000
7 - 9	3	963,554.000	3	1,101,656.000
10 - 12	4	1,007,496.000	4	1,155,014.000
13 - 15	5	1,051,439.000	5	1,205,231.000
16 - 18	6	1,117,346.000	6	1,239,758.000
19 - 22	7	1,173,844.000	7	1,305,666.000
23 - 26	8	1,224,062.000	8	1,402,966.000
27 - 30	9	1,281,729.000	9	1,491,301.000
31 and over	10	1,336,400.000	10	1,588,493.000

The P3 scale applies to holders of a diploma certifying two years of university-level studies (or an equivalent final secondary studies diploma).

The P2 scale applies to holders of a graduate degree or a diploma recognised to be equivalent to a French or Ivorian bachelor's degree (minimum of 3 years' study after obtaining the baccalaureate degree or equivalent, validated by an officially recognized diploma).

Seniority rating takes into account (100%) full-time service accomplished at LIJM or at certified levels in other establishments certified by the French Ministry of Education.

Full-time teaching assignments previously carried out in other, non-certified establishments, shall be recorded with a 50% deduction.

Part-time teaching assignments carried out prior to the appointment to LIJM shall be accounted for on a pro rata basis.