



Human Resource Policy

This is to serve as a concise guide outlining employment policies to ensure professionalism and accountability among staff. This manual aims to foster a supportive and rewarding work environment, promoting excellence and collaboration within the school community.

Inspiring & Empowering

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Table of Contents

Content	Page #
1 Purpose	3
2 Scope	3
3 Definitions	3
4 Recruitment and Selection Processes for Acorns Staff	3
• Job Posting and Advertising	3
• Application and Selection	3
• Interview and Assessment	4
• Reference and Background Checks	4
• Onboarding and Induction	5
• Probation	5
5 Leave Management	6
• Leave Application and Approval	6
• Leave Balance and Accrual	7
6 Staff Attendance	7
7 Disciplinary Procedures	7
8 Grievance Procedures	8
9 Staff Scholarship	9
10 Contingent Workers	9
• Volunteers	9
• Internships	10
• Learning Support Assistants	10
• Temporary Staff	11
11 Performance Management	11
• Performance Appraisals	11
• Performance Improvement Plans	12
12 Professional Development	12

• In School Professional Development via Regular Meetings	12
• International Baccalaureate Professional Development	12
13 Allowances	13
14 Staff Welfare	14
• Medical Insurance	14
• Tuition Waiver	14
• Welfare Benefit	14
15 Rewards and Recognition	15
• Longevity Bonuses	15
16 Confidentiality	16
17 Staff Exit	16
18 Code of Conduct	16
19 Policy Downloads	17
20 Relevant International Baccalaureate(IB) Standards and Practices	17
21 Relevant Council of International Schools(CIS) Standards and Criteria	17
22 Citations	18

Human Resource Policy

1 Purpose

This Human Resource Policy outlines the policies, procedures, and guidelines related to human resource practices at Acorns International School.

2 Scope

This policy applies to all employees, volunteers, temporary staff, Learning Support Assistants (LSAs) and interns at Acorns International School.

3 Definitions

Acorns Staff

- Employees hired and under long-term contract with Acorns

Acorns

- References the educational institution Acorns International School Kisaasi

DL#

- References to the Policy Downloads section at the end of the policy where items are listed by number

HoD

- Abbreviation for Head of Department

DHoS

- Abbreviation for Deputy Head of School

HoS

- Abbreviation for Head of School

HR

- Abbreviation for Human Resource

4 Recruitment and Selection Processes for Acorns Staff

Acorns follows a systematic approach to identify staffing needs and plan recruitment activities. Acorns does not discriminate against applicants based on race, colour, religion, gender, sexual orientation, national origin, age, disability, or any other legally protected status. All recruitment decisions are made solely on the basis of qualifications, skills, and experience relevant to the position.

Job Posting and Advertising

Vacant positions are posted both internally and externally, as required. All job adverts are posted on the Acorns website and applications are received through the website.

Acorns might also engage recruitment agencies to handle the recruitment needs of the school. These applications are sent directly from the agencies to the HoDs through the HoD-HR.

Application and Selection

Applications received through the website are reviewed, and candidates are selected based on qualifications and experience. HoDs of the respective departments keep a database of applications and can refer to them as new recruitment needs arise.

Applications are screened by the HoD and shortlisting is done based on their specific requirements and qualifications. Shortlisted candidates are contacted by the HoDs for interviews.

Interview and Assessment

Interviews and assessments are conducted to evaluate shortlisted candidates' suitability.

Interview panels are selected to conduct interviews of shortlisted candidates. The interview panel should consist of 2 or more HoDs

An interview report form (Downloadables 1 and 2) should be filled in for all interviews conducted and the report should be uploaded into the interview folder on Google Drive for the respective department. Interview reports for successful candidates should be printed and submitted to the HR office for inclusion in the staff file along with all other required documents.

Interviewees shall be subject to a minimum of two (2) assessments; an oral interview, a classroom observation, or a task that aligns with the role applying for.

Offer letters for successful candidates are drafted after approval of the salary and terms of employment by the HoD-HR and CFO and signed by both the HoD and the successful candidate. Candidates may only join Acorns after this offer letter has been signed by both parties.

Contracts shall be issued to all staff at Acorns, terms of the contract shall be discussed with each staff at the commencement of their employment and agreed upon by both parties, all new staff shall have a 3-month probation period.

Payment in lieu of notice shall be upheld by both parties in case a notice period cannot be served. While on probation, contracts may be terminated by either party with a 2 weeks notice or 2 weeks' payment in lieu of notice.

Reference and Background Checks

Reference and background checks are performed before contracts can be signed with the staff. All candidates are required to provide contact information for at least three professional references. Reference checks must be completed before offer letters are sent to successful candidates. Background checks should be concluded before the end of the probationary period of the staff.

The HoD shall send a reference form to the referees of the successful candidate via email. These referees should include the most recent supervisor at their previous workplace and all referees should be professional and not personal contacts.

For teaching staff, Employment Letters or Letters of No Objection from their most recent school should be submitted along with the reference checks to ensure that the staff left their previous school with a clean record.

At joining, the candidate must provide the following documentation for their file:

- Signed offer letter
- 2 passport photos
- NSSF number
- TIN number

- Filled in Staff Biodata form
- Letter from the Local Council or Police Clearance Certificate for expatriate staff
- Dependant documentation (birth or marriage certificates)
- Copy of National ID/ Passport
- Employment certificate or letter of no objection (teaching staff)
- Reference forms
- Academic documents and transcripts

Expat staff are expected to provide the school with all relevant documentation to process their work permit applications before the end of their probationary period. Details on documentation needed for work permit processing, NSSF and TIN Number processing can be found in the Acorns Welcome Handbook(DL3). Staff who are continuing service and would like to renew their work permits must initiate the process by contacting the HR office one month before the expiry of their current work permit after obtaining a renewed Police Clearance Certificate from the Interpol Office.

Onboarding and Induction

Successful candidates undergo an onboarding process to become familiar with the school systems and this involves:

- A tour of the facilities by the HoD
- Verification and submission of all required documentation to the HR office
- Review their respective job descriptions
- New staff are provided with a policy manual with all Acorns Policies
 - Specifically, review
 - Code of Conduct
 - Child Protection
 - Acorns Vision, Mission and Values
 - Human Resource Policy
 - Behaviour and Motivation Policy(for teaching staff)
- IT Department creates a unique staff email, staff ID (Acorns Staff) and takes their biometric details for the attendance system.
- Receiving of staff uniforms
- Laptops/ desktops are also provided and assigned to the staff if necessary.
- For new expatriate staff, the Acorns Welcome Handbook is shared with them which includes helpful tips and recommendations to help them settle into the new country
- HoD-HR shall have check-in meetings with new staff after the probationary period to ensure that they are settling into the system as required
- HoDs of the respective departments shall plan for all relevant training and material needed for the new staff to integrate into the Acorns system.

Probation

All new hires shall undergo a 3-month probationary period. After this period, a probationary appraisal shall be conducted to assess whether the staff member shall be confirmed into the employment of Acorns.

Staff whose probationary period is not successful may either have their probation extended or they may have their contract terminated. The notice period for this termination is 2 weeks or 2 weeks of pay in lieu of notice from either party.

In the case of an unsatisfactory probationary period for expat staff after securing your work permit, all associated costs of that permit will be deducted from your final salary. Where the amount is greater than the salary due, arrangements will be made by the staff member to reimburse the employer accordingly.

In the case of an unsatisfactory probationary period, all costs incurred in your professional development will be deducted from your final salary. Where the amount is greater than the salary due, arrangements will be made by the staff member to reimburse the employer accordingly.

5 Leave Management

Acorns offers the following types of leave:

- Annual leave
 - of 21 working days. This is substituted by the school holidays where staff are not expected to work and administrative staff work on a rotational schedule.
- Sick leave
 - of 5 working days at full pay and 5 working days at half pay. Sick leave applications must be supported by a note from a registered medical institution.
- Compassionate leave
 - of 5 working days. This leave caters to family-related emergencies.
- Maternity leave
 - of 60 working days. Maternity leave should be applied for 3 months in advance in order to allow adequate planning.
- Paternity leave
 - of 4 working days for new fathers. This applies to the birth of biological children or legally adopted children.
- Unpaid leave
 - for special situations under the discretion of the Senior Management Team and after approval based on the unique situation.

Leave Application and Approval

Teaching and admin staff must apply for leave using the online leave application system through their department,

Staff are required to submit in writing (via email) the reason for the leave they are requesting, the period of the leave they are taking and any other relevant information including supporting documents where required. On receiving the application, the HoD will input the leave request into the online system, approve or reject it, and give feedback to the employee via email.

Sick leaves beyond 1 working day will require supporting documentation; ie, doctor's note.

Planned leaves should be applied for 2 weeks in advance.

Leave Balance and Accrual

Leave shall be taken within the specified school year. Leave is not accrued and can not be carried over to the next year.

6 Staff Attendance

Working hours are from 7:30 am to 5:00 pm, from Monday to Friday and 9:00 am to 4:00 pm on Saturdays for administrative staff. Staff will be marked late in the system if they sign in after 7:45 am on weekdays. Exceptional work schedules shall be made for some staff depending on the shifts that they work according to their contracts/ agreements. Staff are expected to sign in and out on the biometric system every time they are in school.

Staff who report late without a valid excuse more than once a week shall get an email from the HoD with the HoD-HR copy.

Staff who report late without a valid excuse more than once a week for 2 consecutive weeks shall get a verbal warning from the HoD (copy to be kept on file).

Staff who report late consistently (at least once every week for more than 2 weeks) or after a verbal warning will then get a written warning.

Days with heavy rain/ road incidents/ natural calamities etc can be given slightly more leeway.

Offices and Academic Blocks will not be opened before 7:00 am on school days.

The school will be closed by 6.00 pm so all staff (aside from guards and daycare) should have left by 5.30 pm.

Staff who have not come to work for more than 3 days without informing their HoD/ Supervisor shall face disciplinary action.

7 Disciplinary Procedures

The school follows a structured disciplinary procedure, ensuring fairness and due process. The Acorns Code of Conduct (Section 15) specifies the expected behaviours of all members of the Acorns Community and the processes followed in case of a breach of the Acorns policy depending on minor or gross misconduct.

Any employee who is found guilty of minor misconduct shall receive a verbal or written warning depending on the severity of the issue, issued by their HoD. Upon receiving a total of 2 written warning letters, you may be dismissed simultaneously with the third warning letter or face disciplinary action. Warning letters shall remain valid for a period of 1 calendar year.

For a written warning, the HoD will submit the details of the misconduct to the HoD-HR who will then draft the warning letter to be given to the staff. The warning letter shall be issued by the HoD with the HoD-HR as a witness. The signed written warning letter shall be submitted to the HoD-HR for filing in the staff file.

Verbal warnings shall be documented using the Acorns Acknowledgement of Verbal Communication Form(DL4) and signed by both the staff and HoD. The signed verbal warning shall be submitted to the HoD-HR for filing in the staff file.

In cases of gross misconduct, the following procedure shall be followed:

1. Any member of the Acorns community who witnesses another staff committing an offence considered gross misconduct as per the Acorns Code of Conduct shall report the issue directly to their respective HoD. If the offence committed is by a HoD, the staff shall report it directly to the HoD-HR or HoS/DHoS.
2. The HoD shall then report any cases of gross misconduct directly to the HoD-HR officially, via email with all evidence attached and an incident report of the events.
3. The accused staff will then be placed on immediate suspension as investigations into the allegation begin. Staff on suspension may be entitled to half pay and are allowed to select a representative to support them through this process and attend disciplinary hearings with them.
4. A Disciplinary Committee will be selected by the HoD-HR and DHoS and the team will be provided with the terms of reference(DL5) and details of the case.
5. The Committee will be tasked with investigating the case, considering all evidence presented, interviewing the alleged staff member and making recommendations to the HoS/DHoS on the best course of action based on the verdict.
6. Upon receiving the Disciplinary report, the HoS/DHoS will make a final decision on the case and communication shall be made to the staff by their HoD and HoD-HR.

In case of a dismissal/contract termination, the HoD shall inform the staff members in the affected department(s) within 5 working days of the termination. The content of the communication should not disclose any details of the case, and should simply state that the individual is no longer working with Acorns and what staff need to know to effectively complete their jobs if affected.

Affected staff who are not satisfied with the outcome of the disciplinary process may appeal to the Board of Governors in writing within 2 weeks after the final decision has been made via the HoS.

Staff can also be put on probation based on poor performance or as a cause of disciplinary action.

8 Grievance Procedures

A grievance procedure allows staff to address concerns and complaints in their day-to-day work or with another staff member.

Staff are encouraged to resolve grievances informally by the following steps whenever possible.

1. Staff members with a grievance against another member of the Acorns community should first try and solve it informally amongst themselves by meeting and discussing the issues they may have.
2. If unsuccessful, Staff should involve their immediate HoD and seek an informal resolution with the HoD as the mediator. In cases where the grievance involves the HoD or immediate Supervisor, then staff can engage the HoD-HR for informal resolution.
3. In case the grievance is still unresolved, Staff may follow the formal grievance procedure outlined below.

If the grievance cannot be resolved informally, the following formal procedure steps should be followed:

1. The staff member must submit a written grievance to the HoD-HR within 2 weeks of the incident occurring. The grievance complaint should include details such as the nature of the grievance, relevant dates, and desired outcome.
2. Upon receiving the grievance, HoD-HR will appoint investigators, a HoD and a staff member from other departments who are impartial and not directly involved in the grievance. The investigators will gather relevant information, interview involved parties, and assess the situation thoroughly.
3. HoD-HR will arrange a meeting with the staff member to discuss the grievance and present the findings of the investigation. The staff member has the right to be accompanied by a colleague; that is not an HoD.
4. Following the meeting, HoD-HR will make a decision based on the investigation findings and present it to the staff member in writing. If the grievance is upheld, HoD-HR will outline steps for resolution and any corrective actions to be taken.

If the staff member is dissatisfied with the decision, they may submit a written appeal to the HoS/DHoS for further resolution within 2 weeks of receiving the decision.

The HoS will set up an appeal panel to listen to the details of the grievance and provide an amicable solution. The decision of the appeal panel will be final.

All information related to the grievance and disciplinary procedures will be treated confidentially, with information shared on a need-to-know basis only.

9 Staff Scholarship

Teaching staff who have served a minimum of 4 consecutive years at Acorns can apply for partial or full scholarships to support their qualifications by submitting their request to the Head of School through the HoD-HR by filling in the Acorns Staff Scholarship Application Form(DL6), this should include the degree being pursued, timelines and nature of the program and the amount required for the scholarship. The approval of these scholarships is at the discretion of the Head of School after consultation with the respective HoD and will depend on the performance and dedication of the staff member and the availability of funds from the school.

Staff who have been awarded these scholarships will be expected to serve 4 more years with Acorns after the completion of their studies. In case this period is not served or the program is not completed, the staff will be required to pay the school back.

Studies by these staff must not interrupt the working schedule of the staff. Special leave shall be given in case of exams with approval from the HoD.

10 Contingent Workers

Volunteers

Volunteer opportunities are available for individuals interested in contributing to the school based on the need in the particular department they are interested in working in. The HoD shall take full responsibility of supervising the volunteers and assigning them duties. HoDs must receive approval from the HoS/DHoS before accepting any volunteer positions.

Volunteers are expected to adhere to all Acorns policies and are expected to submit the following documentation to the HR office:

- Copy of National ID/ Passport
- Letter from LC or police clearance for expat volunteers
- CV and any supporting academic documents
- 2 professional references
- Completed biodata form
- Signed acknowledgement of Acorns Code of Conduct and Child Protection Policies

Volunteers shall be paid a stipend of 10,000 Ugx per day. Volunteers will need to be re-approved to continue on a termly basis. While volunteering at Acorns, they will be allowed to have school meals and attend planned departmental Professional Developments at the discretion of the HoDs. Volunteers shall not be issued with school IDs or any school property like laptops, uniforms etc.

It should be noted that volunteers shall not be used in the place of a permanent hire, even for a temporary period and both the school and the volunteers are free to discontinue this arrangement without giving notice.

Internships

University students who are interested in doing an internship at Acorns shall write a written application addressed to the HoD of the department they are interested in interning with. The HoD shall approve or deny the request and if agreed, will be responsible for supervising the entire internship program.

The following documentation should be submitted to the HoD-HR:

- A letter from their university specifying the purpose and period of time that they are interested in being at Acorns
- Copy of National ID/ Passport
- Letter from LC or police clearance for expat volunteers
- Signed acknowledgement of Acorns Code of Conduct and Child Protection Policies

Learning Support Assistants

The Learning Support Department from time to time might require some learners to have Learning Support Assistants (LSAs) to support the student's learning according to the Learning Support Policy. These LSA's are hired by the family of the learner and paid by the family, however, day-to-day supervision of the LSA is done by the school. An agreement drafted by the school will be signed by the parents and LSA with the terms of engagement clearly specified.

LSAs will be entitled to breakfast and lunch provided by the school and may attend relevant departmental Professional Development at the discretion of the HoD.

LSAs are expected to follow all school policies and the details of the job requirements and responsibilities are clearly outlined in the LSA agreements.

The school shall conduct background checks on all LSAs hired by the parents and open files for them managed by the Learning Support Coordinator. These files shall include:

- Updated CVs
- Letter from the LC or Police Clearance Certificate
- Copy of National ID or passport

- Passport photos
- Reference Checks
- Biodata forms
- Signed LSA agreement
- Any other relevant documentation
- Signed code of conduct and child protection

Temporary Staff

Temporary staff are engaged based on specific requirements by the HoDs. An external teacher/ staff can be hired to fill in for a teaching or non-teaching staff if the position cannot be covered internally. Applications for temporary teaching staff shall be received through the Acorns website.

The HoD shall write an email to the HoS/DHoS with HoD-HR in copy specifying the terms of engagement for this temporary role as well as the period covered for approval. After approval, the HoD-HR shall prepare a letter for the staff member with all the details including the time served, duties and allowance amount. A copy of this letter shall be submitted to the finance department for processing. Temporary staff shall be paid a monthly allowance (outlined in the allowance section) and shall be entitled to school breakfast and lunch. They are also required to attend relevant departmental Professional Development, at the discretion of the HoD.

The following documents shall be provided to the HR office by all temporary staff:

- Updated CVs
- Letter from the LC or Police Clearance Certificate
- Copy of National ID or passport
- 2 professional reference Checks
- Biodata forms
- Signed document acknowledging the reading and compliance with the Code of Conduct and Child Protection and Safeguarding policies
- Any other relevant documentation

11 Performance Management

Performance Appraisals

Performance appraisals are conducted to assess employee performance and development needs.

All new staff on probation shall have a probationary appraisal conducted by their HoD after 3 months of joining the school. The outcome of this appraisal shall be used as a basis for confirmation and access to medical insurance benefits. Staff who are not successful in the probationary appraisal may have their probation extended to a maximum period of 9 months or may not have their contracts renewed and have their contract terminated with a 2-week notice period.

For all teaching staff, HoDs will conduct classroom observations and provide feedback to the teachers in term 1 as an informal appraisal, staff shall be given feedback on areas of concern to be addressed before the formal appraisals in term 2.

Formal appraisals for all staff shall occur in term 2 and appraisal forms shall be filled in departmentally and feedback given to individual staff by their HoDs.

In cases where staff performance does not meet the standards of Acorns, they will be given a performance improvement plan to be implemented throughout term 3 and re-evaluation will occur at the end of the school year to determine the suitability of the staff member to continue at Acorns. Staff who have been put on performance improvement plans shall be considered to be on probation and probationary contract terms apply.

Staff who have completed a contract period of 2 years are also eligible for a financial appraisal where they are entitled to an increment of up to 10% in their next contract. This increment will be recommended for individual staff by their HoDs based on performance and submitted to the finance department with the HoD-HR in copy for implementation after approval.

Performance Improvement Plans

In cases where performance falls below expectations, Performance Improvement Plans(DL7) may be implemented. These performance plans will include clear expectations from the HoD to the staff on areas of performance that need improvement, steps the staff needs to take for their performance to improve and tools the staff will need to meet these expectations.

Performance Improvement Plans are agreements signed by both the staff and the HoD with the HoD-HR in witness with a copy given to the HoD-HR office for filing and follow-up. These plans shall be implemented when a HoD is concerned about an employee's performance and an appraisal shall be done at the end of this period to determine the performance progress of the staff. If there is no significant improvement in performance, the staff contract may be terminated. Staff on performance improvement plans are considered to be on probation and contract termination may be done with a 2 week notice or payment in lieu of notice as per the probationary terms.

Performance Improvement Plans are strictly for staff who are not performing their duties to the standards of Acorns and not for staff who fail to adhere to the Acorns Code of Conduct.

Staff who do not agree to Performance Improvement plans, without a relevant/ valid reason shall be assumed to have failed to meet the performance needs of the school and may result in the termination of contracts.

Staff may be put on one performance improvement plan within each 2-year contract period. In case a staff consistently fails to meet performance requirements following the successful implementation of the plan within these timelines, they may have their contracts terminated following the contractual notice periods.

12 Professional Development

Opportunities for professional development(PD) are provided by the school to enhance employee skills. Professional development schedules are developed by the HoDs and implemented on a termly basis based on the allocated departmental budgets.

In School Professional Development via Regular Meetings

Attending professional development is mandatory for all staff during the scheduled staff meetings and calendared Staff in Service days. Training topics may vary based on the needs of the department at a given point in time.

International Baccalaureate Professional Development

The school has a PD budget for priority and mandatory professional development for staff based on IB requirements. In this case, 100% of the workshop cost will be paid by the school.

Unfortunately, this budget does not stretch to every member of staff and therefore participation will be determined by school need, performance record and prior PD participation.

Opportunities for partially funded and loan options from the school are also provided and in this case, staff shall submit applications to be considered and approved by their HoD.

Fully funded mandatory IB PDs shall be offered to staff who have successfully completed their probation period.

13 Allowances

Staff are entitled to the following allowances based on duties performed out of their specified contract terms. All allowances shall be applied for in advance by the HoD and must be approved by the HoS/DHoS with copies of the approvals submitted to the HR and Finance offices for implementation.

- Overtime Allowance
 - Overtime shall be provided to staff who work outside of their contracted hours based on prior approval from the HoS/DHoS. This allowance is initiated by the HoD and only applies to situations pre-approved by the HoD and does not apply to any other allowance. The HoD will submit the overtime request form to the finance team for final payment. Overtime for teaching and admin staff shall be paid at a rate of 10,000 Ugx per full hour completed up to 5 hours or 50,000 Ugx for a full day up to 8 hours. Auxiliary staff are entitled to 5,000 Ugx per full hour completed up to 5 hours or 25,000 Ugx for a full day up to 8 hours.
 - Employees may not get paid more than one allowance for an activity and staff who are required to work during school holidays are not entitled to overtime allowance unless it is outside of their contracted working hours.
- Acting Allowance
 - Employees temporarily performing extra duties may be eligible for acting allowances.
- Internal Acting Allowance
 - Staff are eligible for this allowance after 2 weeks or 10 working days filling in for another staff member. This allowance shall be paid at a prorated rate based on the number of days worked and shall be 25% of the starting salary for that position per month.
- External Acting Allowance
 - When an external hire is made on a temporary basis, they shall be paid up to 70% of the starting salary for the position they will be filling in for.
- Field Trip Allowance
 - Staff who go for overnight field trips shall be entitled to a field trip allowance at a rate of 50,000 Ugx per night or non-school day. HoDs are responsible for budgeting for this allowance while planning for field trips.
- Extra Curricular Duties

- Staff who take on after-school clubs are paid a fee of 300,000 Ugx per club session per term. Staff who coach school teams are paid a fee of 60,000 Ugx per week.

14 Staff Welfare

The following applies to Acorns Staff.

Medical Insurance

All Teaching and Administrative staff are eligible for medical insurance provided by the school, after a successful probationary period. The HoD shall submit a successful probationary appraisal to the HoD-HR and after successful confirmation; the staff may register for medical insurance by filling in a form from the insurance provider. A summary of benefits(DL8) and a list of service providers(DL9) shall be shared with all new members.

Information on enrollment and the claims process is available to employees and shall be given to each new member at the point of registration on to the scheme.

Tuition Waiver

Staff in Lead Teacher, Supervisory and HoD positions shall be entitled to a tuition waiver at Acorns for up to 2 biological/ legally adopted children after the initial probationary period is proven satisfactory, the terms of the admissions policy shall apply for every student admission. Full fees and terms and conditions of enrollment will apply if the child is to begin at the school before the employee has been confirmed or in case of termination of the contract.

Welfare Benefit

Acorns values its staff and aims to provide an environment where they feel valued, supported and motivated to perform their duties. Acorns strives to celebrate major milestones for staff and also provide support during difficult times.

Staff will be given a contribution or a gift from the school under the following circumstances:

Event	Benefit	Amount/Value (UGX)
Death of an immediate relative*	Cash contribution	500,000
Legal Marriage	Gift	200,000
Birth of a child	Flower basket/ gift	200,000

All Acorns Staff will be eligible for the welfare benefit provided they:

- Have successfully completed their probationary period
- Have updated their biodata information on the staff files for easy verification. This should clearly specify their *immediate relatives, limited to biological parents, legal spouse and biological or legally adopted children
- Have duly informed their respective HoD at the appropriate time of the circumstances under which they would receive the benefits
- Have a working contract with Acorns and are employed on a full-term basis

In order for staff to access the benefits outlined in the document above, the following steps need to be taken:

1. Staff must have the details of their dependents registered on their file in order for them to be verified beforehand

2. Staff should update their files with certificates of marriage, birth or legal adoption after the event has been concluded
3. Staff need to send official communication to their respective HoDs informing them about the event and the HoDs shall then inform the HoD-HR and Finance department who will process the contribution
4. Staff who are getting married need to inform their HoDs of the upcoming wedding at least 2 weeks before the event to give enough time for a gift to be bought
5. Staff or spouses of staff who have given birth or legally adopted a child need to inform their respective HoDs within three days of the baby being born/ adopted

15 Rewards and Recognition

Acorns strives to keep its staff motivated and satisfied with their jobs. Staff are recognised on a monthly and annual basis based on their outstanding performance. Rewards can be in the form of certificates, gifts or a cash contribution. Staff shall be recognized on Acorns platforms such as notice boards, Newsletters, School events etc.

Acorns also celebrates an annual Staff Appreciation Week in the first term of the academic year coinciding with World Teachers' Day. During this week, all Acorns Staff are appreciated by the school, PTO, students/parents and each other with a variety of activities, gifts or events.

Longevity Bonuses

Acorns appreciates its long-serving staff. Staff who have served for more than 5 and 10 years are entitled to an annual longevity bonus.

- Staff who have served for more than 5 years will receive a bonus equivalent to 50% of their monthly salary. This will be paid annually until the 10-year mark.
- Staff who have served for more than 10 years will receive a bonus equivalent to 100% of their monthly salary. This will be paid annually from the 11th year onwards.

Bonuses will be paid every August. In order to be eligible for the bonus, staff must have dates of joining that fall within the following date parameters.

- August 2024 Bonuses
 - 5-year bonus of 50% date of joining, on or before, September 1, 2019
 - 10-year bonus of 100% date of joining, on or before, September 1, 2014
- August 2025 Bonuses
 - 5-year bonus of 50% date of joining, on or before, September 1, 2020
 - 10-year bonus of 100% date of joining, on or before, September 1, 2015
- August 2026 Bonuses
 - 5-year bonus of 50% date of joining, on or before, September 1, 2021
 - 10-year bonus of 100% date of joining, on or before, September 1, 2016
- August 2027 Bonuses
 - 5-year bonus of 50% date of joining, on or before, September 1, 2022
 - 10-year bonus of 100% date of joining, on or before, September 1, 2017
- August 2028 Bonuses
 - 5-year bonus of 50% date of joining, on or before, September 1, 2023
 - 10-year bonus of 100% date of joining, on or before, September 1, 2018

- August 2029 Bonuses
 - 5-year bonus of 50% date of joining, on or before, September 1, 2024
 - 10-year bonus of 100% date of joining, on or before, September 1, 2019
- etc...

Staff can verify their date of joining by reviewing their offer letter or first contract or by contacting HoD-HR for confirmation.

16 Confidentiality

All Acorns Staff and contingency staff are expected to abide by the confidentiality clause as per their contracts and agreements signed.

- Staff shall not disclose to others any confidential information of the school unless for a purpose authorized by the school.
- At the exit or end of Acorns employment, staff are required to hand over all school information including books of account, records, correspondences, notes, or any other information concerning or containing any reference in any manner whatsoever to the business of the school and are not permitted to remove any recordings, files, documents and the like from the premises of the school.
- Upon leaving the school, staff are obliged to keep confidential matters known whilst under the employment of the school. This is a matter reflecting upon the professional standing of the employee and is regarded as an integral part of being a member of staff at Acorns.
- Disciplinary concerns or grievances reported by staff shall be handled confidentially and only shared on a need-to-know basis. Staff who report issues in good faith shall be supported and protected from retaliation. Reporting with malicious intent, or knowingly false information, would elicit disciplinary action.

17 Staff Exit

Staff who have chosen to leave the service of Acorns shall do so after fulfilling the notice terms of their contracts. Staff shall formally communicate their intention to exit via email or written notice to their respective HoDs with the HoD-HR in copy including the reason for leaving and exact timelines of their exit.

Upon successful completion of their notice period, the staff shall fill in an Employee Exit Form(DSL10) to receive final approval to exit service.

Staff exiting are entitled to a certificate of service from the school outlining the position, department and time served at Acorns.

The HR office, through the respective HoDs, shall share a form requesting staff to express their interest in continuing with contract renewal 6 months before the end of each school year. Teaching staff who are not intending to renew their contracts with Acorns will be required to fill in the form and this will enable proper recruitment planning for the following school year.

18 Code of Conduct

Acorns is committed to creating an environment where all members are treated with respect, patience, integrity, dignity, and consideration. All staff members and contingency staff are

expected to adhere to the Acorns Code of Conduct Policy(DL11) during their employment at the school.

Staff shall be trained periodically on the Code of Conduct in order to ensure proper adherence to its terms and conditions.

19 Policy Downloads

To access these downloads, please open a PDF version of this policy.

1. [Interview Report for Teacher Staff](#)
2. [Interview Report for Non-Teaching Staff](#)
3. [Welcome to Acorns](#)
4. [Acorns Acknowledgement of Verbal Communication](#)
5. [Acorns Disciplinary Committee Terms of Reference](#)
6. [Acorns Staff Scholarship Application Form](#)
7. [Acorns Performance Improvement Plan](#)
8. [Summary of Medical Benefits](#)
9. [JHICU HSP List as of August 2024](#)
10. [Acorns Employee Exit Form](#)
11. [Code of Conduct Policy 2024](#)

(Policy subject to update every 2 years. Latest policies can be found on the school website acornskisaasi.com)

20 Relevant International Baccalaureate(IB) Standards and Practices

- Student support 1: The school provides relevant human, natural, built and virtual resources to implement its IB programme(s). (0202-01)
- Student support 3: The school fosters the social, emotional, and physical well-being of its students and teachers. (0202-03)
- Student support 3.1: The school identifies and allocates spaces and resources to support the social, emotional, and physical well-being of its students and teachers. (0202-03-0100)
- Student support 3.2: The school demonstrates in its systems, processes and policies attention to the social, emotional, and physical well-being of its students and teachers. (0202-03-0200)

21 Relevant Council of International Schools(CIS) Standards and Criteria

- A1. The school's purpose, direction, and decision-making are guided by clear and aspirational guiding statements that are appropriate for the needs of all constituent groups and the context of the school.
- B6. There are clearly formulated written policies and practices that are implemented consistently and bring clarity to school operations.
- F2. Thorough background checks have been carried out for all staff and volunteers to confirm their identity, medical fitness, right to work in the country, previous employment history, criminal record, qualifications and suitable references. This information has been taken into account in determining whether their appointment will be confirmed.

- F3. The school provides for the professional development and/or training for faculty and support staff that relates to school priorities, addresses the needs of staff, and contributes to the development of student learning, well-being and global citizenship.
- F4. The performance evaluation system is defined and implemented for all faculty and other staff based on predetermined, explicit criteria and is supported by a programme of professional development and/or training, which is linked to appraisal outcomes and identified school priorities.
- F5. Collectively, leaders, faculty, and other staff create a professional and trusting working environment. Written policies and guidelines establish expectations for the performance and conduct of all faculty and other staff, and they are applied fairly and consistently.
- F6. All faculty and other staff are employed in accordance with the CIS Code of Ethics under a written contract or employment agreement which states the principal terms of agreement between the employee and the school, and which provides for salaries and other benefits that are appropriate to the position and to the school's context.

22 Citations

- "IB learner profile" *Sso.ibo.org*, resources.ibo.org/data/g_O_iboxx_amo_1702_2_e.pdf.

Review Committee:

Lynn B Muhangi, Head of Human Resources
Rachelle Hale, Deputy Head of School

Last Reviewed Date: August 2024

Next Review Date: August 2026