

STAD Policy for remuneration: Salary and Incentives

STAD is a non -profit Trust run and managed by volunteers. These are individuals who are, committed, dedicated and compassionate devoting their time and resources to realize and achieve the objectives, mission and vision of the Trust.

All the board members except for those contracted for some specific professional work are paid based on no of hours and workload. While ad-hoc volunteers and few board members are paid transport, communications costs when attending meetings, workshops or organizing some projects and Trust related events.

Appointment Letter (s) and Staff Orientation.

Any personnel contracted to do some work for STAD is issued an appointment or agreement (acceptance) letter prior to his/her work by STAD. The appointment/ agreement letter will officially announce his/her position within the organization, the assignment and the effective date of work. The appointment/ agreement letter will specify the employee's job description, terms of reference, salary/incentives and benefits and other relevant terms of job/work

Staff orientation

All new staff and volunteers will get an orientation about the organization's mission, vision and strategies, its structure and the staff within it, the policies and conditions of work, the internal rules and regulations, etc.

Remuneration

STAD believes in attracting and contracting professional qualified and effective personnel for some specific fields. The contracted person (s) are paid based on the number of hours and in a specific project to be implemented. Depending upon their skills, qualifications and experiences and the specific project, the basic salary/incentive will be mentioned in the appointment or Memorandum, of Understanding (MoU) letter.

Travel Rules & Regulations

Travel

Staff members/volunteers may be asked to travel away from their usual workplaces on authorized missions. The policy on payment of travel allowances adopted applies to all employees/volunteers regardless of job category or status. It also applies to the consultants, when mentioned in their agreement.

After reimbursable expenses are made, the person making an expense claim shall use the appropriate forms available. The expenses will not be reimbursed if proper justifying documents (original receipts) are not attached except for per diem. Eligible expenses include:

1. Per diem

All STAD contracted staff and volunteers including partner organizations are provided per diem of maximum €100 as follows: breakfast €10, lunch €15 and dinner €25 to cover the cost of food for each night spent outside the city as approved by STAD.

2. Accommodation

All contracted staff and volunteers including partner organization are entitled to claim expenses incurred for accommodation for official trips outside their residence. Maximum claims for accommodation shall not exceed €50.00 regardless of country or place. Claim for accommodation will be reimbursed upon submission of bills/receipts.

3. Mode of Transport

STAD will pay only surface transport as far as possible, i.e. bus, tram, train or taxi. If any individual is using personal vehicle/motor cycle for STAD related work, they can be reimbursed the actual fuel cost based upon the mileage. Some maintenance will also be awarded if required. However, the private transport may not be awarded any maintenance unless used and must be shared by more than one STAD member or employee/volunteer on official business or work-related services.