

WOODSTOCK SCHOOL
SUPPORT/ RESIDENCE STAFF SALARIES AND ALLOWANCES 2011-12
(Effective July 2011)

1. BASIC SALARY SCALES (Per Month):

Grade	SG5	SG4	SG3	SG2	SG1	MG3	MG2	MG1	SMG2	SMG1
Increment	690	845	1,030	1,257	1,535	1,875	2,297	2,802	3,430	4,192
Step 01	13,802	16,892	20,600	25,132	30,694	37,492	45,835	56,032	68,495	83,739
Step 10	20,013	24,493	29,870	36,441	44,506	54,363	66,507	81,246	99,364	121,468
Step 20	26,914	32,939	40,170	49,007	59,853	73,109	89,476	109,262	133,663	163,389
Step 30	33,815	41,385	50,470	61,573	75,200	91,855	112,445	137,278	167,962	205,310

For each *Grade*, the *Step 01* amount is the base monthly salary for that Grade. Each subsequent step within a grade is incremented by the amount listed in the *Increment* column. All grades have 30 steps.

2. DEARNESS ALLOWANCE:

15% of basic salary Monthly allowance

3. OTHER ALLOWANCES:

Student Development Allowance	1500 per month for staff with consistent student contact responsibilities. (Teaching and residence staff eligible by definition. Other staff eligible if assigned homeroom or advisor duties by Head of School)
Hill Allowance	Rs 300 per month
Transportation Allowance	Rs 800 per month
Clothing Allowance	Rs 2000 per month
Books/Periodicals Allowance	Rs 1000 per month
Medical Reimbursement	Reimbursable up to Rs10,000 per year for full-time staff members and up to Rs 5,000 each per year for full time staff members dependent spouse and up to 2 dependent children per full time staff member.
Electricity Allowance	200 UNITS per month for a full-time staff member or 350 UNITS per staff family, whichever is lower. After that units are charged @4.00.
Holiday Allowance	Rs 12,000 per year for full-time staff members plus Rs 3,000 per year each for up to 2 dependent children under 21 for each full-time staff member. (Half paid in June & half paid in December per <i>Staff Service Rules</i>)
House Rent Allowance (HRA)	Rs. 3,500 per month per full time staff member for staff living in housing not provide by the school.
Extraordinary Duty Allowance	Rs 5,725 per month on approval of appropriate authority for staff members who meet the requirements of the <i>Allowances for Extended Extra Duty Policy</i> . (Paid in June & December only. Computed as 1/6 * (SG3-10 Basic + DA)
Employer Provident Fund Contribution	School will match an additional 13.8% (Basic + DA) per month to staff who are members of and contribute to the Provident Fund. Contribution is paid directly to Provident Fund account.
Franklin Templeton Contribution	School will contribute as per policy for National Staff.
Settling in Allowance	On joining, based on size of family residing in Woodstock campus housing: 1 person = Rs. 5,000; 2 persons = Rs. 8,000; 3 or more persons = Rs. 10,000.
Baggage/Shipping Reimbursement (Based on valid receipts for expenses)	On Joining – up to Rs 35,000 per family After 2 years – up to Rs 35,000 per staff member After 5 years of service – up to Rs 70,000 per staff member After 10 years of service – up to Rs 1,00,000 per staff member After 2 years of service full time staff members may claim up to Rs 10,000 each for their dependent spouse and up to 2 dependent children.
Pay Day	Last day of the Month or Last Saturday of the Month if last day falls on Sunday. June & December salary paid prior to the beginning of the respective vacations
Vacation Entitlement	Teaching & Residence Staff – 50 work days between 1 st July and 30 th June, ; Support Staff – 40 work days between 1 st July and 30 th June.

The Hill, and Transportation Allowances and the Medical Re-imbusement are all tax-free benefits. The Books/Periodicals and Clothing Allowances are tax-free if the staff member submits receipts for appropriate expenditures against these allowances. Expenses must be declared on the personal Income Tax form that is completed and submitted in March. If receipts are not provided, the staff member will be liable to tax on these two allowances.