

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)
GENERAL INSTRUCTION MANUAL

GI NUMBER Approved

1826.001

ISSUING ORG. EMPLOYEE RELATIONS & TRAINING/SAUDI ARAMCO SCHOOL

ISSUE DATE

REPLACES

* 02/01/2005

02/12/2001

SUBJECT EXTRA CURRICULAR COMPENSATION PROCEDURE

APPROVAL

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CONTENT:

This General Instruction establishes a procedure for compensating Saudi Aramco employees for directing Saudi Aramco Schools extra-curricular and Community School activities. The text includes the following:

1. Scope
2. Definitions
3. Duties
4. Qualifications
5. Rates
6. Criteria for selection of personnel to work in activities
7. Method of compensation
8. Internal controls

1.0 SCOPE:

This procedure applies only to Saudi Aramco Schools Division of the Employee Relations and Training Administrative Area.

2.0 DEFINITIONS:

- 2.1 Teacher-Work-Day consists of teacher/student time and teacher preparation time.
 - 2.1.1 Teacher/Student Contact Time is actual classroom teaching time.
 - 2.1.2 Teacher Preparation Time is the teacher work day minus teacher/student contact time; used as classroom preparation time.
- 2.2 Curricular Activities are education courses formally defined and comprising the Saudi Aramco Schools education program.
- 2.3 Extra Curricular Activities are school-planned learning experiences that carry no formal credits but which augment the school's formal class-oriented curriculum. They are often conducted after school hours, during lunchtime, or on weekends.

3.0 DUTIES:

The teacher will provide instruction, direction, coaching and supervision of extra-curricular activities, including:

- 3.1 Athletic Activities such as: volleyball, basketball, track/field, swimming, gymnastics, softball, tennis, and bowling but not necessarily limited to these.

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3.2 Other School Related Activities such as: student council, yearbook coordinator, 9th grade advisor and graduation coordinator, honor society advisor, band, choir and other music activities, dramas/musicals, clubs, curriculum work. A.V. Supervisor, academic games, graduation slide show and team leaders for above activities but not necessarily limited to these.

3.3 Community School Activities consist of adult education courses taught by members of the community.

NOTE: At no time do the extra-curricular activities/duties interfere with teacher/student contact time. However, due to the nature of some activities (such as lunchtime activities) these may be slotted into teacher preparation time with preparation time being completed during after-work hours.

4.0 QUALIFICATIONS OF SUPERVISOR:

4.1 Formal Training and Experience in the supervision of grades K-9 school-age children.

4.2 Knowledge of the Specific Activity to be supervised is essential.

4.3 Past Participation in similar activity is viewed as being significant.

5.0 RATE

In accordance with policy established by Compensation Division, Policy and Planning. The maximum number of hours/activity to be compensated is established prior to the start of the activity by the Superintendent of Saudi Aramco Schools.

6.0 CRITERIA FOR SELECTION OF PERSONNEL:

(In order of priority).

6.1 Previous Year's Incumbent for particular activity.

6.2 Other Saudi Aramco Schools Personnel meeting above qualifications.

6.3 Non-School Personnel meeting above qualifications.

7.0 METHOD OF COMPENSATION

7.1 Saudi Aramco Form SA-60 shall be used for compensation per GI 21.070, item 2, page 2.

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8.0 INTERNAL CONTROLS:

- 8.1 Schedule of Extra-Curricular Activities is established by Saudi Aramco Schools Administration.
- 8.2 Compensation is Budgeted under Invoice Costs in the annual operation plan, for each activity.
- 8.3 Administration of the Activity during the assigned time period is the responsibility of the Building Principal.
- 8.4 Assignment Form is completed prior to the start of each activity and is signed by the Building Principal and Business Manager.
- 8.5 SA-60 Form will be submitted upon completion of the extra curricular activity by the Building Principal.

APPROVED:

Superintendent
Saudi Aramco School

* CHANGE

** ADDITION

NEW INSTRUCTION

COMPLETE REVISION