



# PERMATA BANGSA SCHOOL GLOBAL EDUCATION

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## *Yayasan Working Rules and Regulations*

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### Contents

CHAPTER I GENERAL PROVISIONS .....	3
Article 1 Definition and Terms.....	3
Article 2 Employee Status and Classification .....	3
CHAPTER II ACCEPTANCE OF EMPLOYEES .....	4
Article 3 Basis of Acceptance .....	4
Article 4 Probation And Working Contracts .....	4
CHAPTER III GROUPS .....	5
Article 5 Classification of Employees .....	5
Article 6 Promotion of Classes .....	5
CHAPTER IV RIGHTS AND OBLIGATIONS.....	5
Article 7 Obligations of the Yayasan .....	5
Article 8 Employee Obligations .....	6
Article 9 Employee Rights .....	6
Article 10 Unregulated Provisions .....	6
CHAPTER V AUTHORITY AND DUTIES OF YAYASAN PERMATA BANGSA.....	6
Article 11 Authorities of Yayasan Leader(s): .....	6
Article 12 Authorities of the Principal: .....	7
Article 13 Appointment of Principals.....	8
Article 14 Duties of Vice Principal: .....	8
Article 15 Duties of the Teacher .....	9
Article 16 Duties of Homeroom Teacher .....	9
Article 17 Omitted.....	9
Article 18 Duties of Support Personnel <b>TO BE REVISED</b> .....	10
Article 19 Omitted.....	10
CHAPTER VI PRESENCE.....	10
Article 20 Basic Rules .....	10
CHAPTER VII WORKING DISCIPLINE .....	11
Article 21 Behavior .....	11
Article 22 Acceptance or Sanctions .....	11
Article 23 Civil Servant Testing.....	12

Article 24 Outside Working .....	12
Article 25 School Facilities .....	12
Article 26 Guests .....	12
CHAPTER VIII EMPLOYMENT MECHANISM.....	12
Article 27 Transfer Promotion Demotion.....	12
Article 28 Basic Wages / Salary / Allowances .....	12
Article 29 Additional Considerations for Special Salaries .....	13
Article 30 Social Security / Health.....	13
Article 31 Official Travel .....	13
Article 32 Hospitality and Recreation .....	13
Article 33 Uniforms.....	13
CHAPTER IX HOLIDAYS LEAVE AND PERMITS TO LEAVE WORK.....	14
Article 34 Days Off .....	14
Article 35 Walimahan (wedding) Leave .....	14
Article 36 Leave Rights.....	14
CHAPTER X PROFESSIONAL PRINCIPLES .....	15
Article 37 Leave Compensation .....	15
Article 38 Omitted.....	15
CHAPTER XI PROFESSIONAL PRINCIPLES OF YAYASAN PERMATA BANGSA.....	15
Article 39 Omitted.....	16
CHAPTER XII BUILDING, DEVELOPMENT AND EMPLOYEE RELATIONS .....	16
Article 40 Omitted.....	16
Article 41 Employee Relations.....	16
CHAPTER XIII VIOLATIONS AND SANCTIONS.....	16
Article 42 Sanctions .....	16
CHAPTER XIV TERMINATION OF WORK RELATIONS .....	17
Article 43 Other Termination .....	17
Article 44 Death .....	17
Article 45 Resignation.....	17
Article 46 Termination During Probation .....	17
Article 47 Not Achieving Standard Performance.....	17
Article 48 Driving Heath and Legal Status .....	18
Article 49 Omitted.....	18
Article 50 General Dismissal.....	18
Article 51 Age Limit .....	18
Article 52 Termination Registering Employees .....	18
Article 53 Severance Pay.....	18
Article 54 Employee Loans .....	19
CHAPTER XV DELIVERY OF POSITION / ASSIGNMENT .....	19

Article 55 Provisions for the delegation of positions / duties of employees .....	19
CHAPTER XVI ADDITIONAL PROVISIONS .....	19
Article 56 Statement and resolution of employee problems: .....	19
CHAPTER XVII CLOSING .....	19
Article 57 Omitted.....	19
Article 58 Other Matters.....	19
Article 59 Effective Date or this Document .....	19

## CHAPTER I GENERAL PROVISIONS

### Article 1 Definition and Terms

- 1) The **Yayasan** in this regulation is the Yayasan Permata Bangsa.
- 2) The **Yayasan's environment** is the whole place under the control of the Yayasan or owned and used to support the activities of the Yayasan.
- 3) **Yayasan rules** are all the provisions and policies of the Yayasan that govern work relationships, rights and obligations between the Yayasan and employees per applicable regulations.
- 4) The **Principal of the school** is one who, because of their position, has the task of leading and therefore receives benefits as stipulated in the rules of the Yayasan.
- 5) The **Employee(s)** are those who have a *valid working contract* with the Yayasan and therefore receive a salary as stipulated in the *legal contract*.
- 6) **Discipline** is an attitude, behavior, and actions of employees of the Permata Bangsa Yayasan per the applicable rules and regulations at the Permata Bangsa Yayasan
- 7) **Code of ethics** is the procedure in carrying out duties, relationships between teachers, employees, superiors and attitudes and behavior that must be applied by all employees at the Permata Bangsa Yayasan and outlined in the PBS Code of Ethics Policy
- 8) **Work** is an activity carried out by employees for the benefit of the Yayasan in a working relationship with a salary.
- 9) **Salary** is a reward in the form of money received by an employee for carrying out his employment duties.
- 10) **Working days** and **working hours** are working hours determined by the Yayasan based on applicable regulations.
- 11) **The organizational structure** is the arrangement of people who hold positions as manager/executor of duties at the Permata Bangsa Yayasan
- 12) **Position** is an active role according to the assigned function and title assigned.
- 13) **Allowances** are rewards/wages, in addition to the monthly salary, due to certain reasons that the employee is entitled to receive.

### Article 2 Employee Status and Classification

Employees of Permata Bangsa School are persons who work during a trial period, contract basis, full time permanent, and non-contract daily workers who receive a salary as per prior agreement. Permata Bangsa employees are **Educators** (teachers, assistant teachers, special teachers) and **Educational Personnel** (admin, admin support, hygiene, security and excluding part-time employees) who have responsibility to carry out their duties and responsibilities in accordance with the discussion set out in chapter V on employee duties and responsibilities.

## CHAPTER II ACCEPTANCE OF EMPLOYEES

### Article 3 Basis of Acceptance

The recruitment, placement and transfer of duties of employees are based on the needs of the Yayasan and the utilization of labor. The general requirements for hiring are:

- 1) As per the PBS Staff Hiring Process.
- 2) Indonesian citizens aged between 18-35 years with a maximum age of 35 years for S1 (Bachelor's degree) and 25 years for SMA (High School) at the time of starting employment.
- 3) Candidates must hold required certificate pertaining to the position.
- 4) Candidates must be in good physical, spiritual and mental health. Physical and psychiatric statements may be required and testing for narcotics.
- 5) Prospective employees are required to supply an original and valid Police Record (SKCK) for sighting before entering into a working contract.
- 6) Acceptance of employees can be performed by the Human Resources Department based on the needs of the Yayasan only after obtaining approval from the Yayasan Permata Bangsa or Principal.
- 7) Prospective Educators and Education Personnel shall enter into a minimum three (3) month temporary working contract.
- 8) On the expiry of temporary working contract and acceptance into the employee of Yayasan Permata Bangsa, employees shall enter into a specific time working agreement (PKWT) for two (2) years.
- 9) Willing to obey the rules/regulations/policies that apply in the Yayasan.
- 10) Outside of the above provisions are regulated based on policies of the Yayasan Permata Bangsa.

### Article 4 Probation And Working Contracts

- 1) Prospective Educators and Education Personnel shall enter into a minimum three (3) month temporary/probation working contract.
- 2) On the expiry of temporary/probation working contract and acceptance into the employee of Yayasan Permata Bangsa, employees shall enter into a specific time working agreement (PKWT) for two (2) years.
- 3) On the expiry of PKWT (point #2), Yayasan Permata Bangsa reserves the rights to issue a second two-year PKWT.
- 4) Employees in non-educational roles, this period is used to view and learn the assigned tasks and procedures.
- 5) During the trial period, the salary is negotiated at the time of interview and outlined in the working contract.
- 6) Supervision and assessment during the trial period are carried out by a supervisory team, consisting of the direct supervisor, the Principal and Vice-Principal. The results of the assessment determine the subsequent employment relationship
- 7) In the case of termination of employment during the probation, the Yayasan does not provide severance and employment information.
- 8) Termination of the employment relationship is outlined in the working contract PKWT.

- 9) All Employees of Yayasan Permata Bangsa who pass the probationary period and are accepted as permanent employees of the Yayasan, shall receive a legal document, namely a Decree (SK) for Appointment.

## CHAPTER III GROUPS

### Article 5 Classification of Employees

- Employees are classified as per the PBS Classification System based on.
  - Position
  - Relevant Previous Experience
  - Certificate/Qualifications
  - Level of English as per CEFR
  - Principals Evaluation
  - Period of Service.

Group of Service Periode		A	0-2	B	>2-5	C	>5-8	D	>8-12	E	>12-16	F	>16-20
Levels Determiner	Position	1	non-profesional	2	profesional	3	leader/coordinator	4	management	5	into Yayasan		
	Relevant Previous Experience	1	0-3 years experience	2	3 years and up	3	5 years and up	4	10 years and up	5	more than 15 years		
	Certificate / qualification	1	SMA	2	Diploma	3	Bachelor	4	multi bachelors/ double degree	5	Master		
	English	1	non-graded	2	A1	3	A2	4	B1	5	B2		
	Principal Review	1	1	2	2	3	3	4	4	5	5		
	<b>AVERAGE</b>												

### Article 6 Promotion of Classes

- 1) Promotion of employees can be granted only to employees who have obtained SK as Permanent Employees of Yayasan Permata Bangsa.
- 2) Promotion of employees is solely based on the recommendations of the Principal and board of Yayasan Permata Bangsa.

## CHAPTER IV RIGHTS AND OBLIGATIONS

### Article 7 Obligations of the Yayasan

- 1) Provide appropriate remuneration in accordance with services provided by employees to the Yayasan.
- 2) Paying attention to employee welfare in accordance with the services provided by employees to the Yayasan.
- 3) Placing employees according to their needs, abilities and skills.
- 4) Conducting the termination of employment by considering the applicable provisions and policies.
- 5) Issuing employee decree (SK) based on the tasks entrusted once employee receives permanent employment status.

## Article 8 Employee Obligations

Every employee of the Permata Bangsa Yayasan is obliged to:

- 1) Obey the rules/regulations of the Yayasan by observing the applicable provisions/policies.
- 2) Carry out tasks as set by the Principal, or Yayasan Permata Bangsa.
- 3) Carry out the tasks entrusted with sincerity and devotion and responsibility.
- 4) Maintain and disseminate the good name of Yayasan Permata Bangsa/Permata Bangsa School.
- 5) Prioritize the interests of the Permata Bangsa School above all personal / group interests.
- 6) Provide truthful information about work to the Yayasan in connection with his/her duties.
- 7) Store and safeguard all information obtained due to position or from his association with the Yayasan as per PBS Confidentiality Policy.
- 8) Safeguard, check and look after the Yayasan's belongings used or entrusted to him/her.
- 9) Motivate and develop cooperative participation in the Permata Bangsa School.
- 10) Maintain a sense of unity in Permata Bangsa School to improve the quality of education delivery.
- 11) Maintain neatness and cleanliness of the workplaces of each environment, as well as prevent the possibility of undesirable things that can endanger the development of education in the Permata Bangsa School environment
- 12) Stay informed of the policies of the Yayasan and keep up to date with any amendments.

## Article 9 Employee Rights

In carrying out their duties, employees are entitled to:

- 1) Obtain income in accordance with the provisions specified in the working contract.
- 2) Receive a promotion or award, if a position or opportunity becomes available and the employee is qualified for the position.
- 3) Obtain opportunities to improve competence, information, learning facilities and infrastructure, ongoing study, training and professional development.
- 4) Obtain a sense of security in carrying out tasks.
- 5) Obtain the same rights in accordance with the provisions set in the Yayasan Permata Bangsa policies.

## Article 10 Unregulated Provisions

- 1) Unregulated provisions regarding rights and obligations as set out in articles 6 and 7 will be governed by Yayasan Permata Bangsa's decision.
- 2) Provisions of rights and obligations in the decision of Yayasan Permata Bangsa must be adhered to and obeyed.

## CHAPTER V AUTHORITY AND DUTIES OF YAYASAN PERMATA BANGSA

### Article 11 Authorities of Yayasan Leader(s):

- 1) Foster all educational institutions or units in Permata Bangsa School based on the vision and mission of Permata Bangsa School.

- 2) Make educational system policies that are enforced in the learning process at Permata Bangsa School.
- 3) Yayasan Chairman can propose movements, transfer of positions, promotion and demotion, dismissal and can receive employees to the Permata Bangsa School.
- 4) Responsible to Yayasan Permata Bangsa
  - a) Duties of board of the Yayasan:
  - b) Carry out regulations set by Yayasan Permata Bangsa
  - c) Implementing the national curriculum and the Permata Bangsa School curriculum and developing them with methods approved and established by Yayasan Permata Bangsa.
  - d) Organizing school management at every institution in the Permata Bangsa Yayasan
  - e) Participate in planning, preparing annual budget plans for all units in the Permata Bangsa School
  - f) Developing Permata Bangsa School to improve the quality of welfare in each unit
  - g) Board members to give regular reports to the Yayasan.
  - h) The board of the Yayasan will provide presentation reports for each unit to the Yayasan periodically.
  - i) Carrying out the recruitment and selection process for recruitment of employees of Yayasan Permata Bangsa in accordance with the rules
  - j) Permata Bangsa School is obliged to carry out the delegation of tasks given from the Yayasan's decisions.

#### Article 12 Authorities of the Principal:

Should be qualified as demonstrated in the Ministry of Education document, Standards for Principals No 13 year 2007

- 1) Leading education based on the vision and mission of Permata Bangsa School.
- 2) Responsible to the Yayasan Permata Bangsa through the Board Chairperson.
- 3) Determine the offices/positions as per the organizational structure.
- 4) Duties of the Principal can be delegated to Vice Principals.
- 5) Join foundation meetings where required in accordance of the task.
- 6) Duty of the Principal:
  - a) Implement rules and policies as set by Yayasan Permata Bangsa.
  - b) Implementing Learning Strategies using Multiple Intelligence System (MIS) and other Learning Strategies that have been approved by Yayasan Permata Bangsa.
  - c) Using Multiple Intelligence Research (MIR) on the admission of new students and on each student once a year.
  - d) Improving the quality of graduates in terms of morality, thinking and creativity.
  - e) Improving the quality of teachers in terms of morality, productivity, efficiency, effectiveness and innovation.
  - f) Empowering educational staff and implementing stages of national curriculum implementation.
  - g) Empowering education staff to be able to carry out the objectives and characteristics of school-based management.
  - h) Making achievement targets of each School program in accordance with the time that has been coordinated with the leadership of Yayasan Permata Bangsa.
  - i) Monitor and maintain infrastructure.
  - j) Make regular reporting to the board of the Yayasan.
  - k) Make a report on the progress of students every (three) months.
  - l) Reporting school performance to the board of the Yayasan on a periodic basis.

- m) Implement a financial reporting system to the board of the Yayasan for each school activity/program.
- n) Reporting all types of assistance/subsidies from the Government or third parties to the board of Yayasan Permata Bangsa.
- o) Conduct analysis and evaluation annually in the form of reporting on each employee functionary which includes the Vice Principals, Teachers, Trustee, Administration and Employees.
- p) Create a conducive academic school climate.
- q) Determine and propose to the board of Yayasan Permata Bangsa regarding the regulation of learning time, counselling guidance, curricular and extracurricular assessment, recreation and holidays.
- r) Prepare, implement and follow up the accreditation results to improve the quality of the school.
- s) Implement a reward and sanctions system for staff according to the rules set by the Yayasan.
- t) Make decisions relating to internal and external affairs school which does not contradict the rules established by the Yayasan after coordinating with the board of Yayasan Permata Bangsa.
- u) Submitting / filling out the school's budget and expenditure plan (RAPBS) every year.
- v) Becoming an example to the employees of Permata Bangsa School.
- w) Arranging work assignments for homeroom teachers, teachers and school employees.
- x) Arranging internal and external plans and programs involving parents of students, the community, government or community institutions must notify the Yayasan.
- y) Make further reports determined by the Yayasan.
- z) Support the Decisions of the board of Yayasan Permata Bangsa.

#### Article 13 Appointment of Principals

Appointment of the position of Principal in all Education units of Permata Bangsa School is determined by the board of Yayasan Permata Bangsa.

#### Article 14 Duties of Vice Principal:

- 1) The Vice Principal is a companion at the same time coordinating under the direction of the Principal.
- 2) The Vice Principal makes Periodic Reports as determined by the Principal.
- 3) Directly the Vice Principal takes over duties and obligations of the Principal if the Principal is not present in carrying out their duties.
- 4) The Vice Principal is obliged to accept the delegation of tasks given by the Principal related to educational duties except in violation of the rules and policies established by Yayasan Permata Bangsa.
- 5) The Vice-Principal has the right to refuse delegation of tasks given by the Principal if contrary to the rules set by the Yayasan Permata Bangsa on provision the board of the Yayasan has approved.
- 6) The number of Vice Principals depends on the needs as determined by regulations and policies of Yayasan Permata Bangsa.



## Article 15 Duties of the Teacher

Should be qualified as demonstrated in the Ministry of Education document, Standards for Teachers No 16 year 2007.

In carrying out the process of teaching and learning activities, the teacher has the following tasks:

- 1) Planning teaching and learning activities according to the national curriculum with learning methods that apply in Permata Bangsa School.
- 2) Preparing teaching equipment and materials according to the specified program.
- 3) Conducting an assessment organized and planned in accordance with the provisions of the national curriculum and assessment methods specified by Permata Bangsa School.
- 4) Carry out the assigned teaching tasks according to the specified hours.
- 5) Carry out the correction of the mid and end of semester tests.
- 6) Always participate in training and professional development as organized by Permata Bangsa School.
- 7) Improving student achievement both internally and externally of the school.
- 8) Coordinating as a communication bridge between the Principal and the Homeroom Teacher.
- 9) Participating in planning and improving the quality of education.
- 10) Making student report cards to the Principal in accordance with the established rules.
- 11) Carry out education openly, responsibly and always try to improve the quality and success of continuing education.
- 12) Conducting a learning environment in Permata Bangsa School using a variety of teaching disciplines.
- 13) Obeying the regulations and policies as established by Yayasan Permata Bangsa.
- 14) Teachers are obliged to accept assignments from the Principal and Vice Principals related to educational duties except those that contradict the rules and policies that apply in Permata Bangsa School.
- 15) Teachers have the right to refuse assignments from School Principal and Vice Principals that are contrary to the rules and policies that apply in Permata Bangsa School.
- 16) Supporting Assistant teachers are to work supervised and follow instruction of the class teacher.

## Article 16 Duties of Homeroom Teacher

- 1) The Homeroom Teacher is a teacher who represents the Principal and parents in the class.
- 2) The Homeroom Teacher's duties will be determined by the Principal.
- 3) The Homeroom Teacher is obliged to accept assignments from the Principal in connection with educational tasks except in contravention of applicable rules and policies of Permata Bangsa School.
- 4) The Homeroom Teacher has the right to refuse the duties of the Principal contrary to the applicable rules and policies of Permata Bangsa School.

## Article 17 Omitted

## Article 18 Duties of Support Personnel TO BE REVISED

- 1) To be consider Keputusan Dirjen Dikdasmen No 260/261 tahun 1960 dan Permendikbud No 24 tahun 2008
- 2) Administration is an Educational Personnel body organized to support the administrative tasks of the school and Yayasan Permata Bangsa according to their qualifications, and supports the policies of School, the Principal, Yayasan and as directed by the Administration Manager.
- 3) Adapun Team Administrasi sesuai tugas dan fungsinya terdiri dari:
  - a) Admin Manager
  - b) Admin Kepegawaian
  - c) Admin Kurikulum
  - d) Administrasi Umum (GA)
  - e) Finance
  - f) Petugas Perpustakaan
  - g) Admin Support : Driver, Security, Cleaner
- 4) The Administration is a school institution that has the task of:
  - a) Carrying out tasks in the field of school administration.
    - a. Carrying out archival arrangements.
    - b. Making a journal of school activities.
    - c. Making periodic reports in writing to the Principal.
    - d. As referred to in paragraph (1) will be regulated with further provisions.
    - e. Administration is obliged to accept assignments from the board of the Yayasan and Principal in connection with educational tasks except in contravention of applicable rules and policies of Permata Bangsa School

## Article 19 Omitted

## CHAPTER VI PRESENCE

### Article 20 Basic Rules

Every employee must start working at the time determined by the Yayasan, with the days and hours set as follows:

- 1) Business hours from 07.00- 16.00 every working day Monday to Friday.
- 2) If the situation requires, this schedule be changed.
- 3) Each employee is required to use the biometric absentee machine.
- 4) Teachers, Teacher Assistants and Employees who will leave their work during working hours must have prior permission from the Principal.
- 5) Teachers, TUs and Employees who come late are required to fill in the lateness book with their reason for their lateness.
- 6) Vice Principals, Teachers, and Employees who do not come to work must immediacy inform the Principal or Human Resources Department as below and via the school management system (EduPage):
  - a) Orally via telephone or in person, other electronic communication such as email or the school WhatsApp number prior to above business hours.

- b) If absent from duties for more than one day, a doctor's certificate must be supplied.
- 7) Consecutive absences of employees for 3 (three) working days without notification to the Yayasan for reasons that are unacceptable are considered to be resignation.
- 8) Leaving the campus or place of duty before the end of working hours or while on duty at the campus or other location without permission from the principal or person who has been left in charge to make such a decision is considered as a resignation.
- 9) All Employees of Permata Bangsa (Educator and Education Personnel) are prohibited from uploading/distributing school materials, information and intellectual property of school, as well as photographs of students and other employees during school activities through any social media platform without prior approval from the Principal. Doing so may result in instant dismissal with zero compensation.
- 10) Lateness: A late point is received by the employee for every fifteen minutes late for duty. If an employee accumulates ten late points their salary shall be cut by five percent for a month. If an employee accumulates ten lateness points in a concurrent month, salary for that month shall be cut by ten percent.

## CHAPTER VII WORKING DISCIPLINE

### Article 21 Behavior

- 1) Employees of Permata Bangsa School are required to understand the Permata Bangsa School Code of Conduct.
- 2) Be faithful and follow the rules and policies of the Yayasan Permata Bangsa.
- 3) Carry out the duties as well as possible and provide good services to the school environment.
- 4) Use and maintain the school's belongings as well as possible.
- 5) Behave politely towards fellow employees, superiors and administrators.
  - a) Implement and accept any provisions or regulations that have been decided by Yayasan Permata Bangsa and Permata Bangsa School.
  - b) Permata Bangsa Employees are not permitted to make or disseminate rules that conflict with the provisions or regulations set by the Yayasan.
  - c) Participate in supporting/helping to enforce work discipline within the Permata Bangsa School in all areas.
  - d) Employees of Yayasan Permata Bangsa are not permitted to hold positions in other educational institutions, except only after obtaining permission from Yayasan Permata Bangsa.
  - e) Educators of Yayasan Permata Bangsa are not permitted to tutor or coach Permata Bangsa School students outside of school working hours or for payment.
  - f) Employees of Yayasan Permata Bangsa must obey their superiors in accordance with the mandated position.
  - g) Employees must carry out tasks in their respective fields and the time specified.
  - h) Employees of the Yayasan Permata Bangsa are not permitted to ask for funding assistance such as a reference from the school before without prior approval by Yayasan Permata Bangsa.

### Article 22 Acceptance or Sanctions

All employees shall accept, implement and comply with the sanctions decided by the board of Yayasan Permata Bangsa.

### Article 23 Civil Servant Testing

Employees who take the civil servant test during their active period as employees of the Yayasan are automatically considered as resigned and shall be held accountable to fees incurred as per Article 44 Resignation.

### Article 24 Outside Working

Employees who teach at other schools during their active period as employees of the Yayasan, or privately tutor Permata Bangsa School students after school hours for financial gain are automatically considered as having resigned.

### Article 25 School Facilities

Employees are not allowed to use the school's facilities outside of working hours/school hours, except obtaining permission in writing from the Principal or Yayasan Permata Bangsa.

### Article 26 Guests

- 1) All Employees of Yayasan Permata Bangsa are not permitted to receive guests in the workspace (both the school campus or school excursions) without prior approval from the Principal or the Yayasan.
- 2) In a family emergency, guests should report to and wait with the school administration.

## CHAPTER VIII EMPLOYMENT MECHANISM

### Article 27 Transfer Promotion Demotion

- 1) Transfer of position, promotion and demotion are the rights of Yayasan Permata Bangsa.
- 2) Transfers of positions are carried out according to the needs of Permata Bangsa School or Yayasan Permata Bangsa.
- 3) Promotion is carried out according to the needs of the Permata Bangsa School or Yayasan Permata Bangsa based on an objective assessment of employee performance and other conditions governed by further regulations with due regard to proposals/reports from the Principal.
- 4) Demotion can be performed by the Principal or Yayasan Permata Bangsa because of the inability of employees to carry out the position mandated or after receiving guidance from the Principal.

### Article 28 Basic Wages / Salary / Allowances

- 1) Salary is the fixed compensation paid to an employee by the Yayasan for working an agreed position for the agreed working hours.
- 2) The basis for salary is determined and officially stipulated by Yayasan Permata Bangsa.
- 3) Wage standards, salary increases, allowances, job allowances, overtime, bonuses and other benefits will be regulated separately in terms of:
  - a) Income of institutional money.

- b) The ability of Yayasan Permata Bangsa.
- c) The increase in wages/salaries is reviewed by Yayasan Permata Bangsa each July unless there are other considerations.
- d) The provisions referred to in point (2) are to be absolute rights of Yayasan Permata Bangsa.
- e) Hari Raya (THR) allowance is a month's salary that consists only of Basic Salary.

#### Article 29 Additional Considerations for Special Salaries

- 1) Employees working overtime shall receive compensation in the form of reduced hours/day(s) off or financial compensation.
- 2) Compensation is agreed upon prior to working out of standard working hours and the final decision shall lay with Yayasan Permata Bangsa.

#### Article 30 Social Security / Health.

- 1) Yayasan Permata Bangsa employees that are members of BPJS are obliged to pay into the BPJS scheme. Yayasan Permata Bangsa shall also contribute into the BPJS scheme as per government regulations.  
BPJS payments are calculated by Yayasan Permata Bangsa based on payscale as per article five.
- 2) Yayasan Permata Bangsa shall assist in registering employees in both BPJS health and pension.

#### Article 31 Official Travel

The Yayasan / Principal can instruct employees to carry out official travel and the employee concerned will be given official costs consisting of:

- a) Transportation costs for those who do not use institutional vehicles.
- b) Cost of accommodation.
- c) Assigned signup costs/contributions.
- d) Official travel that is borne by the Ministry of Education, Ministry of Education, and Agencies related to education, the Yayasan will provide additional costs sufficiently / modestly.

#### Article 32 Hospitality and Recreation

Where possible Yayasan Permata Bangsa shall create the opportunity for recreation and team building, this shall depend mainly on the financial position, timing and the location of board members and the Principal.

#### Article 33 Uniforms

- 1) Employees of Yayasan Permata Bangsa are required to wear uniforms that have been supplied / determined by the Yayasan during working hours.
- 2) Uniforms are governed by the Permata Bangsa Uniform Policy.
- 3) Employees shall adhere to the uniform and dress code policy.

- 4) Uniforms and identification tags shall be worn during off campus excursions unless otherwise by prior arrangement with school Principal.
- 5) Uniforms and casual dress should always be clean, tidy, ironed, free of odor and in accordance to and reflects the school's culture and values.

## CHAPTER IX HOLIDAYS LEAVE AND PERMITS TO LEAVE WORK

### Article 34 Days Off

Employees requesting day(s) off other than the assigned Permata Bangsa School Calendar holidays that includes pre-established government set days off, shall not receive salary for that day and this leave must be agreed upon by the Principal as follows:

- a) Attend a funeral = within 24 hours' notice.
- b) Make driver's license, ID card, government letters for family, court hearing, elective surgery, doctor or specialist appointments for pre-existing conditions, escorting someone to the airport that is going on a religious pilgrimage, ultrasounds = two (2) weeks notice.
- c) Embarking on a religious pilgrimage = six (6) months notice.
- d) Any other days off are on a case by case basis and the maximum amount of notice must be given to the Principal.

### Article 35 Walimahan (wedding) Leave

- 1) Employees getting married are entitled to paid leave to get married for 3 (three) working days or as per prior written permission granted by the Yayasan / Principal.
- 2) Submission of leave must be submitted at least (two) months before the leave.

### Article 36 Leave Rights

- 1) Permanent employees of Yayasan Permata Bangsa are entitled to leave as stipulated and agreed upon in the Permata Bangsa School Academic Calendar. This calendar includes twelve days holiday, plus national "Red" holidays and "extra holidays" as set by Yayasan Permata Bangsa.
- 2) With coordination with Yayasan Permata Bangsa and the Principal, employees may obtain leave permission for the following reasons.

REASON	DAYS	EFFECT	NOTE
Marriage	3	Reduced from "extra holidays"	Required to give written request one month prior.
Marriage of own child	3	Reduced from "extra holidays"	Required to give written request one month prior.
Circumcision/Baptism of own child	2	Reduced from "extra holidays"	Required to give written request one month prior.
Religious pilgrimage	14	Reduced from "extra holidays"	Only by employee with minimal two years permanent service and written request three months prior.
Core family member dies not living in same house	2	Not reduced from "extra holidays"	

Core family member dies in same household	3	Not reduced from "extra holidays"	
Sickness	5	Not reduced from "extra holidays"	Two or more days off concurrently requires medical certificate to be supplied within one week of sickness. Sustained illness shall be considered by the principal and adhere to regulations.
Giving Birth	90	Not reduced from "extra holidays"	Required to give written request five months prior to due date of birth.
Paternity for Father	2	Reduced from "extra holidays"	
Miscarriage/Abortion	45	Not reduced from "extra holidays"	Medical certificate to be supplied within one week of procedure.

- 3) Employees taking time off other than the above shall have their salary reduced pro rata.
- 4) Items not mentioned in the above table should be discussed with the Principal or Human resources.

## CHAPTER X PROFESSIONAL PRINCIPLES

### Article 37 Leave Compensation

An employee may be allowed to leave work and receive a salary for the following purposes:

- 1) Under certain conditions assessed by the Yayasan, employees may be instructed not come to work, for example, a security situation. This is on a case per cases basis and the final decision is with the Principal / Yayasan Permata Bangsa.
- 2) Permission to leave for official school business, affairs, research, training assignments and others, shall be assessed on a case per case basis and shall require authorization from the Principal or Yayasan.
- 3) All other reasons that can be accepted by the Principal or Yayasan are on a case by case basis and final decision is by Yayasan Permata Bangsa.
- 4) An employee who is sick for (four) months continues to receive income compensation as follows:
  - a) First month receives 100% salary
  - b) Second month receives 75% salary
  - c) Third month receives 50% salary
  - d) Fourth month receives 25% salary
  - e) On the fifth month, the employee is considered resigned.

### Article 38 Omitted

## CHAPTER XI PROFESSIONAL PRINCIPLES OF YAYASAN PERMATA BANGSA

Article 39 Omitted

## CHAPTER XII BUILDING, DEVELOPMENT AND EMPLOYEE RELATIONS

Article 40 Omitted

### Article 41 Employee Relations

Communication:

- 1) Is as per the PBS Communication Policy
- 2) The Yayasan adheres to free, open and responsible two-way communication.
- 3) Every employee has the right to express opinions, suggestions to the board of Yayasan Permata Bangsa and within the boundaries set by the Yayasan.
- 4) Suggestions, opinions, and information can be verbal or written to the direct supervisor
- 5) The Yayasan considers it necessary and useful to accommodate and filter employee complaints and suggestions.
- 6) How to complain and complaints are as per Permata Bangsa Complaints Policy.
- 7) Whistleblowing shall be as per the Permata Bangsa Whistleblowing Policy.

## CHAPTER XIII VIOLATIONS AND SANCTIONS

### Article 42 Sanctions

- 1) Sanctions for violations committed by employees are referred to as corrective actions and where possible, Yayasan Permata Bangsa shall endeavor to give both verbal and written warnings in the hope the employees' actions can be rectified, directing the employee's attitudes and behavior.
- 2) Employees are expected to be familiar with all policies including the Permata Bangsa Code of Conduct, Permata Bangsa Harassment Intimidation Bullying Policy, Permata Bangsa Uniform Policy, Permata Bangsa Workplace Health and Safety Policy.
- 3) Sanctions are based on:
  - Types of violations
  - Frequency (frequent repetition) of violations
- 4) In circumstances where the health and safety of a student or staff member is threatened, harassed or bullied, the board shall nominate instant dismissal. The employee shall be reported to the appropriate authorities and shall not receive severance pay.
- 5) In circumstances that an employee is unable to perform their duties as their position dictates, the employee shall be reassigned or requested to resign.
- 6) Yayasan Permata Bangsa shall be entitled to terminate and employee without notice and compensation if the employee:
  - a) Is convicted of offence, fault or omission.



- b) fails to follow the direction of the principal or board of Trustees.
- c) engages in behaviors that cause harm to the school's reputation or board of Trustees.
- d) did not attending the school for more than three working days without an acceptable reason.
- e) has misinterpreted the qualifications or experience.
- f) discloses confidential school information to other institutions or students.
- g) breaches the terms and conditions of the services contained in the Yayasan's policies.

## CHAPTER XIV TERMINATION OF WORK RELATIONS

### Article 43 Other Termination

The Yayasan shall make every effort to prevent the termination of employment. Termination of work relations between the Yayasan and employees can result from the following:

- a) The employee died
- b) The employee resigned
- c) The employee did not meet the requirements during the trial period
- d) The employee did not achieve the standard achievement set by the Yayasan
- e) Inability to work due to health
- f) General termination
- g) Employees register work at another place

### Article 44 Death

The death of an employee results in the severance of the employment relationship.

### Article 45 Resignation

- 1) Employees resigning prior to the completion of the educational year (June 30th) are required to supply their resignation in writing to the Principal or Board of Yayasan Permata Bangsa three months prior to leaving.
- 2) Employees not respecting point "1" shall pay three (3) months' salary to Yayasan Permata Bangsa.
- 3) Termination of the employment relationship on this basis is not accompanied by the provision of compensation/fees, severance pay or letter of referral.

### Article 46 Termination During Probation

- 1) During the probation period, the Yayasan reserves the right to terminate the employment relationship at any time.
- 2) Termination of the employment relationship on this basis is not accompanied by the provision of compensation/fees or severance pay.

### Article 47 Not Achieving Standard Performance

Employees that do not reach the standard achievement set by the Yayasan as per yearly evaluation and have been given a warning letter may be subject to termination of employment.

#### Article 48 Driving Heath and Legal Status

Employees that have driving duties assigned must undergo a physical checkup including eye examination every year.

If the employee is unfit to operate a vehicle, the Yayasan has the right to terminate the employee.

#### Article 49 Omitted

#### Article 50 General Dismissal

In the event an employee is dismissed for no reason, the Yayasan shall pay compensation to the best of its ability or as per ministerial decree.

#### Article 51 Age Limit

- 1) The maximum age limit of Yayasan employees is set to be fifty six 56 (56) years. As per BPJS law.
- 2) Employment over the age of fifty six is possible with approval by the Yayasan.

#### Article 52 Termination Registering Employees

Employees who are known to register for work in other places, including registering as civil servants, are considered resigning as employees of the foundation. There is no obligation for the foundation to provide severance or service fees.

Employee shall pay three (3) months salary to Yayasan Permata Bangsa.

#### Article 53 Severance Pay

- 1) Employees who experience termination of employment on the initiative of the Yayasan shall receive severance pay unless otherwise specified as above.
- 2) The amount of severance pay is as low as the following:
  - a) Working period until (less than) 1 year = 1 month salary
  - b) Working period of 1 year or more but less than 2 years = 2 months salary
  - c) Working period of 2 years or more but less than 3 years = 3 months salary
  - d) Working period of 3 years or more but less than 4 years = 4 months salary
  - e) Working period of 4 years or more but less than 5 years = 5 months salary
  - f) Working period of 5 years or more but less than 6 years = 6 months salary
  - g) Working period of 6 years or more = 7 months salary

## Article 54 Employee Loans

- 1) Yayasan Permata Bangsa shall not lend money to employees.
- 2) Yayasan Permata Bangsa shall not be guarantor for an employee for financial funding including credit cards, bank loans, home loans, personal loans, store finance, private loans, car or motorbike loans.
- 3) Yayasan Permata Bangsa shall not be responsible for an employee's personal loans or debts.

## CHAPTER XV DELIVERY OF POSITION / ASSIGNMENT

### Article 55 Provisions for the delegation of positions / duties of employees

- 1) Employees who do not perform their duties according to regulations, the task will be delegated to his/her representative or delegated to the relevant party that is known by a higher position.
- 2) The Yayasan has the right to appoint employees to fill the task vacancy.
- 3) Managers of the Permata Bangsa School can be temporarily appointed to fill a task/vacancy until a solution can be arranged.

## CHAPTER XVI ADDITIONAL PROVISIONS

### Article 56 Statement and resolution of employee problems:

Every employee in the Yayasan Permata Bangsa environment is obliged to make a statement of commitment to comply with the rules/regulations that apply in Permata Bangsa School.

## CHAPTER XVII CLOSING

### Article 57 Omitted

### Article 58 Other Matters

Matters not yet regulated in this regulation will be discussed later by the Yayasan.

### Article 59 Effective Date of this Document

This regulation shall be effective from the date of promulgation, so that every employee is aware of the rules of this code of conduct unless the regulation concerning annual leave entitlements takes effect in August of the new school year.

Authorized By: Yayasan Permata Bangsa

Date:

YAYASAN PERMATA BANGSA