



**THE KENYA OBSTETRICAL AND GYNAECOLOGICAL
SOCIETY**

Policy Name:	Full/Part Time Equivalent Compensation Policy
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	Name & Designation	Signature & Date
Reviewed by:		
Approved by:		



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Abbreviations and Acronyms

- FTE- Full-Time Equivalent
- KOGS- Kenya Obstetrical and Gynaecological Society

Definition of Terms

- **Staff Wage Employee-** An employee who is hired to complete a short-term and/or part-time work assignment.
- **Full-Time Equivalent (FTE)-** A unit that indicates the workload of an employee on a project. The FTE measures the equivalence to full-time and is that recorded in the Contract of Employment (example: if an employee is working 2 days a week, the FTE will be recorded as 0.4). The FTEs are counted at a particular point in time and are based on paid employees on the date of the report. An FTE cannot be more than 1.0



1.0 Executive Summary

It is the Kenya Obstetrical and Gynaecological Society (KOGS) policy to pay salaries that reflect the duties and responsibilities of the position and the scope and complexity of the work performed. This policy and KOGS compensation practices are designed to set pay that is competitive in the geographic region where work is performed and ensure that pay is managed in a consistent, equitable manner regardless of funding sources. It is also the intention of the society to set salary ranges that provide competitive pay comparable with relevant labour markets.

Application:

This Policy applies to all employees who are under a Contract of Employment with KOGS and who are paid from KOGS payroll.

Policy Statement:

Engagement in any project at KOGS shall apply toward the FTE limit. In the event one KOGS staff emerges as a preferred candidate for a particular position for a wage position, they may not serve more than 0.6 of their FTE calculated on their basic salary. They also may not serve as a principal investigator on a grant.

2.0 Policy Objectives

The policy aims to establish the terms and conditions governing KOGS staff wage engagement. It intends to guide:

- Resource management, including daily operations, planning, and allocations.
- Performance assessment.
- Internal and external reporting
- Rate of pay verification.

3.0 Policy Guidelines

- Staff wage positions for projects must first be posted internally indicating the scope and areas of expertise that are required before seeking externally.



- Candidates will apply through the email address kogs@kogs.or.ke by submitting their curriculum vitae, letter of application, a brief statement of their expected effort, along with any other information required for the posting.
- The CEO may select individual(s) for interview and submit a hiring proposal to the executive team.
- Once a candidate is selected for hire in a project, the CEO should determine the individual's other assignments to ensure proper coordination and compliance with KOGS policies.
- The CEO will then assign the individual(s) on a wage basis at FTE.
- Individuals can hold more than one contract of employment with the society and each contract of employment may involve more than one different activity. For FTE staff reporting, the FTE of part-time staff who hold more than one contract of employment with KOGS is recorded in the department which commands the greater salary (example: if an employee works 60% of an FTE in one department and 40% of an FTE in another department, the FTE of the employee will be recorded as 0.6 against the department for which the employee works 60%). Where there is no clear indication of a greater salary (e.g., if an employee is working 50% of an FTE in two separate departments), then the FTE will be recorded as 0.5 against the employing department where the employee has the greater service.
- In situations of paid leave e.g., maternity leave, sick leave, sabbatical leave, the FTE of the employee will be recorded in accordance with their respective contract of employment for the main service offered.

4.0 Full-Time Equivalent Calculations

Comprehension of percent of time is crucial in calculating FTE. Percent of time is the ratio of actual effort to the full-time effort. The standard full-time work week is typically 40 hours. Workload and percent of time should be specified in the employment letter of offer, where applicable.



5.0 The Executive and other Council Members Administrative Stipends

The executive and the council members shall receive stipends for their equivalent effort on the project as calculated by the principal investigator or the CEO. At the baseline, the council members would be paid 20% of the total indirect cost over the grant period for the administrative work. The president will receive additional stipend for higher-level duties and responsibilities, but still within the 20% indirect cost fee. Letters of offer for administrative stipend jobs to the executive and council members will be made available.

6.0 Interns and Students (Research & Instructional)

Define and calculate FTE for interns and student observer-ship in the same manner as for regular staff. Students may not, however, work greater than 50% time during the academic year without specific school approval

