



**Salary and Benefits information**  
(revised : September 2010)

Below is a summary of the salary and benefits package offered by HIS. Full details are in the Board Policy Manual and the Staff Handbook.

**Salary Scale**

Employees

- Are paid an annual salary in twelve monthly instalments on the 7<sup>th</sup> of each month.
- Are paid in Japanese Yen.
- Are entitled to a step increase after completing each year of work at HIS, until they reach the top of the scale.

Full- and part-time Teacher Salary Scale

Step	Amount	New
A	3,876,622	0-1 years full-time experience teaching at hire
B	3,981,291	2-3 years full-time experience teaching at hire
C	4,088,786	4-5 years full-time experience teaching at hire
D	4,199,183	6-7 years full-time experience teaching at hire
E	4,312,561	8-9 years full time experience teaching at hire
F	4,429,000	10-11 years full-time experience teaching at hire
G	4,548,583	12-13 years full-time experience teaching at hire
H	4,671,462	Maximum at hire 14+ years experience
I	4,797,637	
J	4,927,211	
K	5,060,287	
L	5,196,968	
M	5,337,357	
N	5,481,557	
O	5,629,568	
P	5,781,596	
Q	5,937,744	
R	6,098,115	Maximum

Taxation

The figures above are **gross** and all HIS employees must pay both income tax and local tax. However, tax rates in Japan are comparatively low compared to Europe or the USA.

Additional stipends (which are taxable) are paid to teachers who hold positions of responsibility (such as curriculum coordinators).

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## Staff Benefits

### Relocation

Full-time teachers are entitled to:

- One way direct economy class travel for themselves and their dependants from their home of record to Hiroshima. The school must authorise ticket purchases in advance.
- A shipping and settling-in allowance of **¥300,000** for each single full-time teacher (**¥400,000** for a teaching couple). If this money is used towards shipping costs, receipts must be provided. If it is taken as cash, it is taxable.

### Health Insurance

Full-time teachers and their eligible dependants:

- May participate in the health insurance plan provided by the school if not covered by another health plan. The school currently pays 50% of the premium payments.
- Receive reimbursement towards a physical examination during the first year of employment if covered by the school's health plan.

### Tuition

Full-time teachers are eligible for a waiver of all registration fees and tuition fees for up to two dependent children. However, because Japanese tax laws view such waivers as income, employees must pay tax on the amount waived.

### Housing

Full time overseas-hired teachers:

- Receive assistance from the school in finding housing including payment by the school of setting-up charges such as key money.
- Receive **¥720,000** per year (for a single teacher) towards accommodation costs.
- Receive **¥1,080,000** per year (for a teaching couple) towards accommodation costs.

### Furnishings

The school provides teachers with basic and essential fixtures and furnishings.

Items provided are listed separately.

The school will facilitate – but not pay for – the provision in teachers' houses of the following.

- Utilities, including gas, electricity and water
- A telephone
- Cable television, upon request
- Internet connection, upon request

### Interview Leave

Full-time teachers are entitled to up to five days paid interview leave after submitting their resignation. Paid interview leave is not available during the first year of employment.

### Japanese Lessons

The school provides beginner and intermediate Japanese lessons free of charge to foreign staff.