

Hello, Teachers

This is a manual for regular teachers in 25Hoon.

Before introduction of the regular teacher's system, let's review the current payment system first.

GENERAL TEACHER RATE

Tutor's Rate & Payment Page

Tutor's rate is 3 US dollars per hour.

* All newly-hired teachers start with the same rate (\$3), regardless of their length of former experience and their acquired certificates.

* Tutors can check their pay slip through e-mail; it is sent on the 15th day of every month.

GENERAL TUTOR PAYMENT SYSTEM

* General Teachers need to accumulate certain amount of classes conducted before they would be qualified for a salary adjustment incentive.

The chart below shows the salary adjustment incentive system:

Classes	Less than 1,000	From 1,000	From 2,000	From 4,000	From 6,000	From 8,000	From 10,000	From 15,000	From 20,000
USD / hr	\$3	\$3.1	\$3.2	\$3.3	\$3.4	\$3.6	\$3.8	\$4	\$4.3

For Example:

Teacher James has conducted more than 1,000 classes. Therefore, his hourly wage is already adjusted from \$3 to \$3.1 per hour.

Teacher James' Salary: 6 hours X 20 days = 120 hours = \$372 (Around 18K Pesos)

A. ATTENDANCE INCENTIVE SYSTEM (applies to both general and regular teachers)

Teachers who have accomplished 300 classes with no cancellations (absences and no shows) will receive an incentive of \$30 for every 300 classes conducted.

* If a teacher is late for a class or if they receive a major complaint from a student, the count will be reset.

REGULAR TEACHERS PAYMENT SYSTEM

In the past, we did not provide incentives and only guaranteed them higher chances of getting bookings from students. However, effective January next year, we will be implementing our new incentive system for Regular Teachers; first adjusted salary will be sent on 02/15/2021.

A. REGULAR TEACHER SALARY ADJUSTMENT INCENTIVE

Just as a review:

1. When teachers are hired, we observe their performance and check if they are suitable to conduct trial classes.
2. Trial class teachers are also observed and evaluated based on their performance. If they are suitable and are successful in conducting trial classes, we will offer them the opportunity to become a Regular Teacher.

Once a tutor becomes a Regular Teacher, their hourly rate will be upgraded from \$3.0 to \$3.1.

The original incentive system will also be adjusted for Regular Teachers.

* General teachers need to have at least 1,000 classes before their salary adjusts from \$3 to \$3.1. However, for Regular Teachers, since their salary is already at \$3.1/hour, then, they only need 1000 classes to be qualified for the next adjustment which is at \$3.2.



Classes	Less than 1,000	From 1,000	From 2,000	From 4,000	From 6,000	From 8,000	From 10,000	From 15,000	From 20,000
USD / hr	\$3	\$3.1	\$3.2	\$3.3	\$3.4	\$3.6	\$3.8	\$4	\$4.3

B. REGULAR TEACHERS – PER STUDENT EXTENSION INCENTIVE SYSTEM

Regular Teachers shall also get monthly incentives depending on the number of regular students they have and could maintain in their schedules by the end of every month.

- 1 student = \$5 per month
- 2 students = \$10 per month
- 3 students = \$20 per month
- 4 students = \$25 per month
- 5 students = \$30 per month
- 6 students = \$35 per month
- 7 students = \$40 per month
- 8 students = \$50 per month

1 student	2 students	3 students	4 students	5 students	6 students	7 students	8 students
\$5	\$10	\$20	\$25	\$30	\$35	\$40	\$50

We will count the number of regular students every last week of the month.

For example, January 31 2020 falls on a Sunday. If their regular students continue to take their schedules after the last week of January, then the incentives will be counted for their next salary on the 15th of February.

*** Some months might be confusing so we will detail some examples:**

- A. March 2021's last day falls on a Wednesday. In cases like this, we would only count the extension incentive if their student extends from April 4 2021 onwards.
- B. As for May 2021, its last day falls on a Monday, but the same counting method will be applied. Therefore, we would only count the extension incentive if their student extends from June 7 2021 onwards.

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REQUIREMENTS for being a regular teacher

You should submit a fixed schedule and the same schedule should be the same every week for weekdays only and it should be Monday to Friday on weekdays. (We don't require you to commit and open your schedule on weekends, but you can open it, if you want)

For example:

If you open a 5pm-9pm schedule on November 9-13, then the same schedule should be opened for the next weeks after that.

SAMPLE SCHEDULE:

November 9-13 5pm-9pm

November 16-20 5pm-9pm

November 23-27 5pm-9pm

November 30 - December 4 5pm-9pm

and so on...

NOTE1: This is important because the Student Service staff will endorse your vacant schedules to the trial students and they will discuss and decide on which time they will book. Therefore, if you suddenly change your schedule, they will have problems with following through the changes which may even result to you (and also the platform) losing a potential student.

For this reason, we do not allow teachers to change their schedules suddenly. Please be mindful of this and please make sure to plot a schedule that you will definitely be able to attend to.

In case of a situation wherein you have to really change your schedule or have to resign, please notify us at least 8 weeks before your desired termination date. Otherwise, a penalty will be applied following a regular contract.

Regarding the schedule changes, we strictly require to teachers to give us at least 8weeks advanced notice, but it's negotiable depends on the case. Please do not hesitate contact us if you have a concern about it.

NOTE2 : You don't need to commit your whole schedules. You just need to commit the schedule that you are really sure to commit.

For example

Case1 : You want to open 5pm-9pm in 25Hoon, and you are sure that 5pm-7pm for long time but you are not sure for 7pm-9pm. Can I become a regular?

If you want to open a 5pm-9pm schedule in 25Hoon, but you are not sure you can maintain whole 5pm-9pm schedules for long time, you can just commit the schedules that you are really sure such as 5pm-7pm only, you can give us 5pm-7pm for regular and you can add anytime for general when you submit the schedule every Friday.

CS(Customer Service) team will only endorse your 5pm-7pm for regular students. Other times(except 5pm-7pm) you added(Not for regular) on submitting schedule will be opened in public and you will get bookings by general students.

It doesn't mean that once you open 5pm-7pm schedule for regular, you are guaranteed to get full bookings. It will be opened in public first. Then, trial students and general students will book those times as well and if they want to take one of those to avoid losing their desire time by others, they will request us to become your regular with the time they want.

For example, Student Amy wants to have classes with you 5pm-6pm everyday. She will be your regular student and your 5pm-6pm won't open to public until Amy's period is done.

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FINAL NOTES:

1. We remind all regular teachers to please check and fully understand our policies and guidelines on our regular contract especially Section 8. TERMS AND CANCELLATION.
2. Regular teachers who fail to get regular students for 3 months would automatically be granted the general teacher status and, as a result, will not be qualified for the regular teacher.
3. You are required to submit a fixed schedule and the same schedule should be the same every week for weekdays only and it should be Monday to Friday and once it's submitted, you can't change it suddenly or resign it. You are required to give us 8weeks advanced notice.