



## **Gaia Education Salaries, Fees and Benchmarking Policy**

### **Policy brief**

This policy is designed to:

- Standardise and benchmark our internal role grading system, and equivalent salary/fee levels
- Track our salaries, as far as possible within the financial constraints of the organisation, to external cost of living rises and the benchmarking of external organisations of a similar mission to Gaia Education.

This is to ensure, as far as possible, transparency and fairness in our salaries, fees and benchmarking allocations.

### **Scope**

This policy applies to all employed and contracted staff.

### **Role Benchmarking**

All staff, employed or contracted, are allocated to one of three benchmark grades:

- Associate (starting level)
- Senior Associate (mid-management level)
- Lead Associate (senior management level)

- depending on their level of experience, qualifications and role responsibilities.

For each benchmark grade, there is an equivalent fee range, as listed below for contracted workers:

- Lead Associate: £20-£33/hr = Full time £39,000 - £64,350
- Senior Associate: £15-£20/hr = Full time £29,250 - £39,000
- Associate: £10-£15hr = Full-time £19,500 - £29,250

For employees, their salary will be calculated at a slightly lower hourly rate than their contracted colleagues, to account for the extra benefits received under employment law.

### **Tracking inflation and cost of living rises**

Entirely at the discretion of the management, Gaia Education will endeavour to raise fees and salaries to track, as far as possible with the financial constraints of the organisation, any rise in inflation and cost of living, at a rate of no less than 2.5% per year.

### **Benchmarking staff fees/salaries relative to external organisations**

Entirely at the discretion of the management, Gaia Education will endeavour to achieve similar scales of fees/salaries to external organisations of a similar size, with similar governance structures and missions.

Annual benchmarking research will be undertaken to ensure Gaia Education remains up-to-date.

**Status as Employed staff or Contracted 'Worker'**

Any role based in the UK, working more than half-time must be given 'employed' status, if the individual staff member agrees.

Any staff member working more than 10 hours per week can be granted 'Worker' status as per UK law and allocated holiday entitlement as per the Holiday Entitlement Policy.

Any staff member working less than 10 hours per week and not based in the UK is considered a contractor.

**Gaia Education**  
**08/12/22**