



## BIEA technical staff assisting research projects

BIEA currently employs an experienced driver/mechanic and a survey/mapping technician, both of whom can be seconded to field research projects following discussion with the Director (ambreena.manji@biea.ac.uk). The survey/mapping technician can also be commissioned to create maps/GIS databases for a wide variety of purposes.

### Current charges for BIEA staff seconded to research projects:

Normal daily rate for driver/mechanic (8am to 4.30pm)	<b>KES 2500</b>
Normal daily rate for survey technician (8am to 4.30pm)	<b>2500</b>
Basic rate for map-making/GIS work (per half day)	<b>1500</b>
Basic overtime per hour (Monday to Saturday)	<b>550</b>
Double overtime per hour (Sundays and bank holidays)	<b>700</b>

### Conditions of secondment and overtime

BIEA technical staff are employed according to the laws of Kenya, and their employment is subject to these laws even when they are in the field, and even when they are working outside Kenya. Under Kenyan employment law, the working week is conventionally calculated as 45 hours in length, with eight hours' normal working time on each day from Monday to Friday 8 am to 4.30 pm (with an additional half an hour unpaid lunch), and five hours' normal working time on Saturday (8 am to 1 pm).

It may be desirable for staff on field projects to work longer hours than these, and the director of the project may ask them to do so. Staff are not obliged to work such additional hours, and if they do so they are entitled to overtime payments, which are charged at KES 550 per hour Monday-Saturday, and KES 700 per hour on Sundays and public holidays. Directors of field projects should note that for these purposes, travel counts as overtime.

Directors of field projects are asked to keep a record of all overtime hours worked by staff; on return to the Nairobi base at the end of the field project a signed copy of this record must be passed to the Office Manager at BIEA, who will calculate the overtime earned by the staff involved and charge the project accordingly (see sample form below). All payments relating to staff seconded to research projects should be made directly to the BIEA office and not to the staff member. While outside Nairobi overnight, field projects should also provide the seconded staff member with food and accommodation to a reasonable standard.

### Conditions of map-making/GIS commissions

Commissioning of map-making/GIS work to be undertaken by our GIS/mapping technician should be arranged through the Director and agreed in consultation with the GIS/mapping technician. Researchers should provide an outline of the project to be completed and BIEA will provide an estimate of the duration of the work and costs involved (see sample form below).

## **Secondment of BIEA staff member to a fieldwork project**

Name of researcher:

Name of project:

Institution:

Student: yes/no

Staff member seconded:

Dates of secondment:

Number of days:

Number of hours overtime at basic rate:

Number of hours overtime at double rate:

**Total charges:**

Signed researcher:

Date:

Signed BIEA:

Date:

## Commissioning of GIS/map-making work

Name of researcher:

Name of project:

Institution:

Student: yes/no

Basic description of work to be undertaken:

Start date:

Required end date:

### **BIEA quotation**

Number of half-days estimated:

Number of hours overtime estimated:

Total cost:

*We hereby agree on the above quotation.*

Signed Researcher:

Date:

Signed BIEA:

Date: