

New Hire Frequently Asked Questions

Does HAI have a health insurance and evacuation insurance company it works with or must I find my own? Do you use a particular health center/hospital/physicians/dentists in Mozambique and pay them out of pocket and get reimbursed? Do I get reimbursed for medications I have to buy in Mozambique?

We do not have a health or evacuation insurance company we work with. You will need to find your own. You can contact Wendy Johnson or our field employees for suggestions. The Health Allowance is provided for the employee to purchase health coverage, emergency medical evacuation, etc. You will have to work with your insurance company for reimbursement for health/hospital/dentist services and get recommendations from our field employees for recommendations on which providers to use. Any reimbursement for medications should be done through your health insurance.

What is the Home Leave Allowance?

Home leave allowance is a benefit for expatriate employees, which provides them the opportunity to visit their home of record and extended family on a regular basis. When a new employee has been employed for 9 months, HAI will pay out cash for the cost of airfare to his/her home of record for the employee (and family members when applicable). This cost is based on the current rate for a mid-season roundtrip airfare when it is paid out and these funds may be used at any time after the employee receives it. These funds may be used for travel to the home of record or elsewhere. In subsequent years, HAI will pay out cash for the cost of roundtrip airfare every 12 months (from the first payment).

I understand that the General Allowance is money to pay for moving expenses as I move my personal items from my home country to Mozambique at the start of my job (and then moving them from Moz to back home once my time in Moz is over). But if I don't spend the entire amount, then the remainder stays with HAI, correct? Can you give me a sense of what people typically spend to move personal items from their home country to Moz? Does this also include, for example, if my parents need to send me some things I forgot?

Yes, General Allowance is set up for the employee to assist with expenses for relocation and repatriation. HAI will pay all travel expenses for the employee, but other expenses like storage of personal goods in your home country, excess baggage, and language lessons can be paid for by this allowance. Usually, employees don't bring with them many belongings and just end up with excess baggage for the initial trip. The General Allowance is paid out quarterly and it is up to you to spend as much or as little of the amount. You can use the money for items sent by your parents. If you don't spend the entire amount, the money is still yours to keep to use towards other expenses or save for repatriation costs later on.

Do I have to pay out of pocket for my first trip to Mozambique with my family and then ask for reimbursement or will HAI send us the tickets?

HAI pays the airfare for the relocating employee. If the tickets are much less expensive on the employee's end, then the employee will be reimbursed. Airfare for family members is covered by the general allowance, if not initially then in subsequent payments. Tickets for family members are out of pocket.

Does the Housing Allowance cover utilities? (Do we pay for telephone, electricity, water, etc.)

The Housing Allowance is an estimate that will cover a good portion of your rent, security, and utilities. However, it is not designed to necessarily cover these expenses 100%. (Please note that Gen Allowance is paid out to employees on a quarterly basis; some of these funds could be used to cover housing costs.) You can also use as much or as little of the housing allowance money as you want.

Who pays for cell phone use in the country? Do you have suggestions re what type of phone to buy so that I can use phone cards?

You will need to use your own cell phone service for personal calls. Our field employees once you are there might have suggestions on cell phone options. Phones in our offices are for work-related calls only.

Does HAI give me a computer to use, or must I use my own?

You can bring your own computer if you want to make sure that you have one available for personal use. The decision to provide our employees with laptops is made out in the field, so I have no information on whether or not the plans are to assign you one.

How am I paid? Do I have any tax liability in Mozambique, ie do I have to pay taxes in Mozambique?

Your pay is handled by our Seattle office and direct deposited into the bank designated by you. New employees should complete an Excel form (which we e-mail to you) requesting their bank information in order to set this up with us. You have no tax liability in Mozambique. Currently no Mozambican taxes are being assessed on expatriate employees. Unless the employee is a US citizen, the employee is responsible for all taxes. On rare occasions, the employee can be paid in the field, but then you will have to pay local taxes.

Will I be able to set up internet access in my home in Beira?

Internet is available in both main cities where we work (Beira and Chimoio). The offices have good internet connections, and there is also high-speed internet available now in Beira. I am not sure about the most current rate for home set up for high-speed internet, but I believe that it is around \$70 per month.

Where do I stay until I find permanent housing? Can employees share a house?

We have a guest house in Beira where you can stay temporarily until you can find permanent housing. It's your decision if you would like to share housing.

With whom do I speak re my retirement allowance?

Employees can research investments for retirement and open an account to make deposits; this is the employee's responsibility. When you provide us with a receipt we will reimburse you for these deposits. You will need to provide us information that indicates this isn't simply a savings account, but an account that cannot be accessed except when you retire or in case of emergency.

Could you please explain what are the "Fly America Rules"?

The Fly America Act requires anyone using federal funding for travel to fly U.S. carriers. Use of foreign air carrier service may be necessary if a U.S. air carrier otherwise available cannot provide the air

transportation needed. Even when travel is solely outside the United States you must always use a U.S. carrier for travel, unless, when compared to using a foreign air carrier, such use would:

- (a) Increase the number of aircraft changes you must make en route by 2 or more; or
- (b) Extend your travel time by 6 hours or more; or
- (c) Require a connecting time of 4 hours or more at an overseas interchange point.

When no US carriers are available, our office needs be notified in order to document this on an exception form.

What is the tuition allowance for?

Tuition allowance is specifically set up to assist the employee's children who are relocating. If your children are not relocating, this allowance is not applicable.

Are there opportunities to go to national/international scientific events?

There are opportunities to go to scientific conferences. Our general rule is that anyone with an accepted abstract can go to the conference to present. You will have to obtain permission and make arrangements with your supervisor. You will have to make the arrangement to use vacation time or take unpaid leave. If you are taking unpaid leave, you will have to complete the Field Leave Form available from your supervisor or from human resources in the Seattle Office in order to document this in your file.

Are there possibilities for Continuing Medical Education?

We would be open to CME possibilities and this could be discussed with your supervisor as indicated above -- a lot of it is available at local/international conferences.

Is there an admin accountant to support our money management issues?

There is an administrative team in Seattle and the field to help with any financial issues.

What are the chances of completing an additional degree such as a doctorate with the University of Washington in which HAI is associated with?

Because HAI is affiliated with the University of Washing, some of our field employees have done masters/doctorate work at the University of Washington while working for HAI. At least 2 current HAI employees are doing this (one a masters, the other a doctorate). You would, of course, have to apply directly to the doctorate program at the University of Washington but having the affiliation with HAI could potentially help in the application process and allow a setting for your dissertation if there is overlap with programmatic needs.

Is it possible to do work outside of HAI, such as working as a consultant for another organization?

While employed at HAI, all employees desiring to do outside work must receive written approval from supervisor to ensure that no conflict of interest occurs. The employee should fill out the Request for Approval of Outside Work form to provide details about this work; if approved, the supervisor will sign the form, and the form will be placed in the employee's personnel file to document this approval.