

Annex 4: Categories of Field Ready Türkiye Staff

Type	Maximum Duration	Paid (Y/N)	Background Check	Field Ready Türkiye Email/ SharePoint
Helper	5 days/quarter	N	N	N
Volunteer	25 days/quarter	N	Y	N
Intern	40 hours/week	Stipend possible	Y	N
Temporary staff	Varies	Y	Y	Varies
Consultant	Varies	Y	Y	Varies
Staff member	40 hours/week	Y	Y	Y
Board Director	5 years	N	Y	N

Notes:

- Recruitment of helpers, volunteers, and unpaid interns at the field levels may be performed without the approval of the Director, however, the notification must be given to the Director prior to the start of work so that insurance records may be properly maintained, background checks may be performed (if applicable) and the Field Ready Türkiye team can be made aware of new staff members. Recruitment of paid interns, temporary, consultants, and staff at the field level should be approved by the Director before work begins. The Director oversees the recruitment of all senior-level staff.
- Temporary staff may work up to 40 hours/week but have limited contracts (typically days or weeks). Consultants are brought on to accomplish specific tasks.
- Orientation of helpers and volunteers can be done at the field level; all others need to undergo the full checklist.
- Everyone who is paid is technically a contractor and they are responsible for their own income taxes, other fees associated with paid contractual work, and country-specific income reporting requirements.