The Commonwealth

# SUMMARY OF TERMS AND CONDITIONS FOR

# PAY POINT I

This is a summary of the principal terms and conditions for Pay Point I at the Commonwealth Secretariat. These terms and conditions are non-negotiable. The full terms and conditions are set out in the Commonwealth Secretariat Staff Rules and Regulations which form part of the contract of all staff members.

## *A. GENERAL*

***Contract Term***

Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance, the organisations requirements at that time and availability of funds. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.

***Period of Notice***

During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving six months, or by the staff member giving three months, written notice.

***Annual Leave***

30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.

***Pension/Gratuity***

The Secretariat contributes 15 per cent of gross salary to either the Commonwealth Secretariat Workplace Pension Scheme or the Commonwealth Secretariat Gratuity Scheme.

On commencement, Staff members are automatically enrolled into the Workplace Pension Scheme. Thereafter, the staff member can select one of the following three options:

Option 1: The equivalent of 15 percent of an individual's gross salary will be allocated as employer contribution to the Workplace Pension Scheme.

Option 2: An amount equivalent to 10 percent of the individual's gross salary will be allocated as employer contributions to the Workplace Pension Scheme and 5 percent will be paid as gratuity at the end of contract or at termination.

Option 3: Opt out of the Workplace Pension Scheme and have 15 percent of an individual's gross salary paid into the Gratuity Scheme This must be done within 30 days following enrolment.

In respect of the Gratuity Scheme each month the Secretariat will pay the equivalent of 15 percent or 5 percent of gross salary into

an interest bearing account. At the end of the contract, the staff member will receive an ex-gratia payment of the cumulative amount including interest. This payment is subject to the Secretary-General's discretion.

Personal contributions to the Workplace Pension Scheme are subject to limits based on a percentage of earnings depending on age.

Further information on the above schemes can be obtained from Human Resources and Facilities Management Division (HRFM).

***Retirement Age*** The Commonwealth Secretariat retirement age is 65 years.

***Private Healthcare and Dental Cover*** The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees, their spouses/officially recognised partners and children. The cover is subject to underwriting conditions

***Insurance*** Subject to funding, the Secretariat may put in place various insurance schemes for its employees. Where such policies are in place, they shall be subject to the conditions of the underwriters and may change from time to time. Among the insurance policies the Commonwealth Secretariat provides is the Personal Accident/Travel policy. With regard to bodily injury, the underwriters conditions for that policy provide for the following, in respect of pre existing conditions;

Any contributory degenerative condition or disablement (as determined by a Qualified Medical Practitioner) known by the Insured Person to be in existence at the time of sustaining Bodily Injury will be taken into account by Insurers in assessing the level of benefit payable.

Further information on the existing policies would be made available to staff by the Corporate Services Division on request. Staff shall be notified of any changes in the policies as they become necessary from time to time.

## *B. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS*

***Salary*** £49,717 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates. This salary is fully inclusive.

## *C. APPOINTMENT OF OVERSEAS RECRUITED STAFF (NON UK NATIONALS)*

**"Overseas Recruited Staff Member"** means an officer of the Secretariat whose stay in the UK is contingent upon their employment with the Secretariat. Should such a staff member acquire or have, while employed in the Secretariat, been entitled to British nationality or residential status in the UK the staff member will cease, from the date of acquisition or entitlement, to be an overseas recruited staff member.

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| ***Salary*** | Gross Salary £49,717 per annum. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax paid at UK income tax rates. |
| ***Installation and Termination Grant*** | Will be provided on commencement and termination of appointment at 7% of net salary. |
| ***Expatriation Allowance*** | Payable on a monthly basis at a rate of 1/12th of 14% of your gross annual salary. |
| ***Travel*** | On termination of service, the staff member, and accompanying dependent family members, as defined in Staff Rule 69 c and d in the Human Resource Handbook, will have their air travel costs met by the Secretariat, as follows:<br><br>Economy – where total flight time is less than 10 hours<br>Business – where total flight time is more than 10 hours<br><br>For all journeys, the most direct means of air travel available will be provided. In respect of the accompanying family members the relevant journey must be made within 6 months of the eligible staff member's own journey.<br><br>If travel is not at the same time as the member of staff, family members will only be entitled to economy class travel, irrespective of length of journey. |
| ***Home Leave*** | The staff member is entitled to home leave once in every three years of qualifying service. |
| ***Education Allowance*** | An education allowance will be payable, provided the dependent* child is in continuing full-time education (school and undergraduate level) at the time of the staff member's appointment. The staff member may be entitled to 75% or £18,706 of admissible costs per child per scholastic year.<br><br>The admissible cost is subject to a maximum amount of £24,941 per child per scholastic year. Full details of the education assistance policy are available on request. |
| ***Transporting Effects on termination*** | The Secretariat will pay the cost of transporting by sea a staff member's effects up to 500 cubic feet in the case of a single staff member, and up to 700 cubic feet in the case of a married staff member plus an allowance of 100 cubic feet per dependent child* |

residing with the head of the family. In addition, up to 15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member, spouse and each dependent child*. No separate allowance will be made for transporting an automobile and not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20ft container (internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000.

***Expatriation Benefits***

Should the staff member acquire resident status in the UK, the entitlement to expatriate salary and other benefits will cease immediately. Staff claiming these benefits will be required to sign an annual 'residential status certificate'. An improper claim will lead to disciplinary action.

***Subsistence Allowance on commencement and termination***

When taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and dependent children* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival. Thereafter, an additional period of three weeks will be granted. The total stay in approved accommodation is for a maximum of five weeks. Two weeks' subsistence allowance will be paid on termination.

***Diplomatic Immunities & Privileges***

There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.

*"**A Dependant Child** is an unmarried natural child or a legally adopted child, who normally resides with the employee and is under the age of 18 or member of an employee's family under 25 and in full-time education. The Secretary-General has discretion to declare a child who is not the natural or legally adopted child to be a dependent child and to waive the age limits and education requirements where the child is differently abled." Unless otherwise specified, no more than three children (as designated by the staff member) will be considered as "dependent" for the purpose of these rules.