SUMMARY OF TERMS AND CONDITIONS FOR

PAY POINT J

This is a summary of the principal terms and conditions for Pay Point J 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.

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| ***General*** | All appointments to this grade are made on local terms, regardless of the nationality. Candidates must have the right to work in the United Kingdom. |
| ***Contract Term*** | Two years fixed term |
| ***Period of Notice*** | The appointment may be terminated by the Secretariat by giving one month’s notice.  The staff member may resign at any time upon giving one month's 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***  ***Private Healthcare and Dental Cover***  ***Insurance*** | The Commonwealth Secretariat retirement age is 65 years.  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  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. |
| ***Salary Point*** | £38,823 per annum gross.  Salary is paid monthly (normally on the 25th) directly to the Bank, and is subject to deduction of Commonwealth Secretariat internal income tax paid at UK income tax rates and National Insurance contributions. |
| ***Allowances*** | None. The salary given is fully inclusive. |