

## SUMMARY OF TERMS AND CONDITIONS FOR GRADE Y

This is a summary of the principal terms and conditions for Grade Y at the Commonwealth Secretariat. 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.

<b><i>General</i></b>	Appointments are on limited term contracts of two years. Staff at this level may normally serve for not more than one two year contract. However, The Secretary-General will retain the flexibility to approve an additional extensions as circumstances warrant. Candidates must have the right to work in the United Kingdom.
<b><i>Contract Term</i></b>	Appointments are on limited term contracts. The period is for two years.
<b><i>Eligibility to work In the UK</i></b>	Appointments are subject to eligibility to work in the UK, if applicable.
<b><i>Medical</i></b>	Appointments are subject to passing a medical examination.
<b><i>Clearance</i></b>	Appointments are also subject to clearance to the extent that person's own government raises no objection to their suitability for employment.
<b><i>Probation</i></b>	All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.
<b><i>Period of Notice</i></b>	<p>The appointment for all monthly paid established staff members with less than 4 years' service may be terminated by the Secretariat by giving five weeks notice.</p> <p>The staff member may resign at any time upon giving one month's notice.</p>
<b><i>Annual Leave</i></b>	Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 30 working days per year.
<b><i>Pension / Gratuity</i></b>	Staff are eligible to join the Secretariat's Group Stakeholder Pension Plan (GSPP). This is a combination of a group personal pension and a stakeholder scheme. Pension benefits reflect the level of personal contributions and the value of the investments in the personal plan on retirement. The Secretariat contributes 15 per cent of gross salary; personal contributions are subject to limits based on a percentage of earnings depending on age.

Alternatively, staff who do not wish to join the GSPP, may opt to join the gratuity scheme, whereby each month the Secretariat will pay the equivalent of 15 per cent 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.

Further information on the above schemes can be obtained from the Payroll Section of the Finance & Management Information Section.

***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.

***Salary Point***

£28,500 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.

***Hours of Work***

Basic working week is 36 hours exclusive of meal breaks.

<b><i>Subsistence allowance on arrival &amp; departure</i></b>	<p>When taking up an appointment subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, for a three weeks from the date of the staff member's arrival in post.</p> <p>Additionally at the end of the contract subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, for a two weeks from the end of contract date.</p>
<b><i>Transporting Effects &amp; Initial Appointment Arrangements</i></b>	<p>The Secretariat will pay the cost of transporting by sea a staff member's effects up to 1,000 cubic. In addition, up to 15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20 foot container (with an internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000.</p>
<b><i>Travel</i></b>	<p>Upon commencement and termination of service, the staff member, will be entitled to economy class transportation (including air and rail), regardless of length or duration of journey. This is on condition of the most direct route being selected, and is not inclusive of overnight stays or costs incurred in stopovers, these would be at the employees own expense.</p>
<b><i>Relocation Grant</i></b>	<p>Upon commencement of service, the staff member, will be entitled to a Relocation grant of £1000.</p>
<b><i>Return to The Commonwealth</i></b>	<p>Employees may apply to re-join the commonwealth on a different grade 6 months after the completion of their Grade Y contract.</p>
<b><i>Annual Cost of living adjustment</i></b>	<p>The annual salary for this grade will be reviewed in the same way as other grades when considering organisational wide salary adjustments for inflation and cost of living.</p>
<b><i>Code of Conduct</i></b>	<p>Staff are expected to adhere to proper conduct when representing the Commonwealth in and outside the workplace. The policy is detailed in full on the intranet. The Commonwealth reserve the right to update this policy at short notice.</p>
<b><i>General IT Policy</i></b>	<p>Staff are expected to adhere to respect data protection and Capital both tangible and intangible owned by the Commonwealth. The policy is detailed in full on the intranet. The Commonwealth reserve the right to update this policy at short notice.</p>
<b><i>Performance Appraisal</i></b>	<p>It is a condition of employment that staff will be regularly assessed and required to meet a minimum standard. The policy is detailed in full on the intranet. The Commonwealth reserve the right to update this policy at short notice.</p>
<b><i>Disciplinary Procedures</i></b>	<p>The policy is detailed in full on the intranet. The Commonwealth reserve the right to update this policy at short notice.</p>