

SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT P

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

<i>General</i>	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.
<i>Contract Term</i>	Appointments are on limited term contracts. The initial period is usually three years, which may be renewed by mutual agreement according to the exigencies of the service and subject to fully satisfactory performance.
<i>Eligibility to work In the UK</i>	Appointments are subject to eligibility to work in the UK, if applicable.
<i>Medical</i>	Appointments are subject to passing a medical examination.
<i>Clearance</i>	Appointments are also subject to clearance to the extent that person's own government raises no objection to their suitability for employment.
<i>Probation</i>	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.
<i>Period of Notice</i>	<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>For all staff with 4 years or more continuous service- the minimum period of notice shall not be less than one week for each year of continuous service plus one week to a maximum of 13 weeks.</p> <p>The staff member may resign at any time upon giving one month's notice.</p>
<i>Annual Leave</i>	<p>Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 25 working days per year, increasing to 30 days after 10 years continuous service. Leave without pay will not qualify for the earning of salary increments or annual leave entitlement.</p> <p>The Secretary-General may, upon application made to him/her allow leave entitlements accrued with other official bodies to count towards the 10 year figure.</p>

Pension / Gratuity 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.

Retirement Age The Commonwealth retirement age is 65, and it is expected that candidates would be able to complete a minimum of a three year contract

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 £23,335 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.

<p>Allowances</p>	<p><u>Disturbance Allowance:</u> A daily rate of 10 % of basic remuneration, dependent on your current pay point, will apply when you are rostered or delegated to drive the Secretary General and the Deputy Secretaries General before 0700 hrs or after 1900 hrs, Monday to Friday.</p> <p>The daily rate will be applicable on Saturdays and Sundays with no time limits.</p> <p><u>Meal Allowance:</u> will be provided if the working day commences before 0700 hrs (£5.00) or closes after 1900 hrs (£10.00).</p> <p><u>Laundry Allowance:</u> £32.00 per month</p> <p><u>Shoe Allowance:</u> 2 pairs of shoes per annum (at the rate of £50.00 per pair)</p> <p><u>Uniforms</u> will be provided annually as follows: (6 shirts, 2 jackets and 4 pairs of trousers)</p>
<p>Hours of Work</p>	<p>Basic working week is 41 hours (inclusive of meal breaks). Overtime will be payable where hours of work exceed 41 hours per week.</p>
<p>Overtime</p>	<p>The full discharge of responsibilities may require working irregular hours and during weekends. Compensation for additional hours worked will be on the basis of an overtime payment.</p> <p>Overtime is payable and will be applicable outside of core hours.</p> <p>This will be calculated in respect of each completed hour worked as follows (no payment will be made for periods of less than an hour):</p> <p>Monday to Friday - time and one half Saturday, Sunday, Public holidays and privileged holidays - double time</p> <p>However, even though Commonwealth Day is observed as a holiday in the Secretariat the nature of the Secretary-General's responsibilities on that day, you will be expected to work on that day and overtime or time-off-in lieu or will be offered on a date to be determined by mutual agreement.</p>

Confidentiality

As part of the normal duties the staff member may obtain, or have access to, information concerning the Secretary-General and his family as well as details of a confidential nature related to the work of the Commonwealth Secretariat.

Under no circumstances is any use to be made of this information and the staff member shall not at any time disclose or permit to be disclosed any information or any part or element thereof, or any other confidential information given to or acquired by the employee.

The above obligations shall survive the termination of this contract and the staff member's acceptance of this appointment is acceptance of this obligation.