

## SUMMARY OF TERMS AND CONDITIONS FOR PAYPOINT H

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

### A. GENERAL

<b><i>Contract Term</i></b>	Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance and the organisations requirements at that time. Staff at this level may normally serve for not more than three three-year contracts. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.
<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 the candidate'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>	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.
<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 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.  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. Staff members must make this application on commencement of employment.
<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.

***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.

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

**Salary** £58,578 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**

“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.

**Salary** Gross Salary £58,578 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 1/12<sup>th</sup> of 14% of your gross annual salary.

**Travel** Upon commencement and 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:

Economy - where total flight time is less than 8 hours  
Business - where total flight time is more than 8 hours

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.

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. Please see Rule 81 in the Sutherland Human Resource Handbook for more information.

**Education Allowance** An education allowance will be payable, provided the dependent\* child is in continuing full-time education 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.

The admissible cost is subject to a maximum amount of £24,941 per child per scholastic year.

***Transporting  
Effects and initial  
appointment  
arrangement***

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.

***Subsistence  
Allowance***

When first 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 in post. Thereafter, the cost of a furnished apartment will be reimbursed for a period of up to three weeks or until suitable accommodation is secured, whichever is the earlier.

***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.

+ on submission of receipts

\* 'Dependent child' means an unmarried natural or legally adopted child of the staff member, who normally resides with the staff member and who is under the age of 18 years or, a child under the age of 21 years who is in full time attendance at an educational institution. With regards solely to Education Allowance a dependent child is recognised up to the age of 25. The Secretary-General may also declare a child who is not the natural or legally adopted child of the staff member as "dependent" on the basis of the information provided. The Secretary-General may waive the requirements as to age and attendance at an educational institution where the child is totally and permanently disabled. 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.