SUMMARY OF TERMS AND CONDITIONS FOR

PAY POINT K

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

**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**

Six months

**Clearance**

Appointments are subject to the receipt of a clear Basic DBS disclosure.

**Period of Notice**

Employment may be terminated by the Secretariat giving one months notice, or by the staff member giving one month, written notice.

**Annual Leave**

30 working days per year, pro-rated for the duration of this contract. 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 allocated as employer contribution to the Workplace Pension Scheme.

Option 2: An amount equivalent to 10 percent of the individual’s gross salary allocated as employer contribution to the Workplace Pension Scheme and 5 percent allocated to the gratuity scheme.

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 an individual’s 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 set by HRMC.
Further information on the above schemes can be obtained from Human Resources and Facilities Management Division (HRFM).

**Internal tax**

In accordance with the “International Organisations Act 2005”, Staff of the Commonwealth Secretariat are exempt from United Kingdom income tax on their salaries and emoluments on condition that the Secretariat levies its own internal income tax for the benefit of the Secretariat.

Internal tax rates are aligned to UK rates and allowances for the relevant tax year. The rates and allowances are applied proportionately for all staff who join or leave the Secretariat part way through the UK tax year (6th April - 5th April).

Joining the Secretariat part way through the tax year will result in you being placed on emergency tax code. This includes an amount equivalent to the UK annual tax free allowance divided into equal monthly amounts. By applying this rate, you will effectively receive a pro-rated tax free allowance for the portion of the tax year worked at the Secretariat.

Staff who were liable to pay UK tax prior to recruitment may be entitled to a refund of tax from the Her Majesty’s Revenue & Customs (HMRC) if they have previous taxed earnings in the tax year of joining the Secretariat. The employee would need to apply to HMRC to determine this. Staff liable to pay tax in other jurisdictions/countries would need to apply to the relevant tax jurisdiction to establish whether they would be entitled to a refund of tax.

Further information on the above schemes can be obtained from the Secretariat Payroll team via Human Resources.

**Salary Point**

£36,156 per annum gross. (Please refer to section A for further information about internal tax).

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.