The Commonwealth

SUMMARY OF TERMS AND CONDITIONS FOR

PAY POINT M

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

Appointments are on limited term contracts. The initial period is usually three years, which may be renewed by mutual agreement subject to fully satisfactory performance, the organisations requirements at that time and availability of funds.

Period of Notice

During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice

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.

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.

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 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).

Retirement Age

The Commonwealth Secretariat retirement age is 65 years.

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 underwriter's 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.

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

£30,497 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.