



## SUMMARY OF TERMS AND CONDITIONS FOR THE YOUNG PROFESSIONALS PROGRAMME

### PAY POINT Y

Date of issue: June 2020

This is a summary of the principal terms and conditions for individuals employed under the Young Professionals Programme (YPP) at the Commonwealth Secretariat. Full terms and conditions are set out in the relevant parts of the Commonwealth Secretariat Staff Regulations and Staff Rules which form part of the contract of all employees and which will be subject to change from time to time.

<b>A. GENERAL</b>	
<b>1. Contract Term</b>	Appointments are on limited term contracts of two years. The appointment may be extended for a maximum period of one year.
<b>2. Working hours</b>	Currently 9.15 am to 5.30pm, Monday to Thursday and 9.15am to 5.15pm, Friday, inclusive of 1 hour for lunch per day. Additional hours may be required dependent on the organisational needs. No overtime would be paid for such additional hours.
<b>3. Medical</b>	Appointments are subject to passing a medical examination.
<b>4. Security Clearance</b>	Appointments are either subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment or through the provision of a satisfactory Police Check from the candidate's own national police authority.
<b>5. Probation</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>6. Period of Notice</b>	During probationary period the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving six months' notice, or by the staff member giving three months' written notice.
<b>7. Annual leave</b>	30 working days per year. Any leave without pay will not qualify for the earning of annual leave entitlement.



<b>8. Sick leave and Special leave</b>	Sick leave, Special Leave and other types of Leave as per standard Commonwealth Secretariat Staff Rules and Regulations. The Director, Human Resources and Facilities Management, has discretion to allow for special leave of up to 10 days for emergencies and bereavement.
<b>9. Pension/Gratuity Scheme</b>	<p>The Secretariat contributes 15 per cent of gross salary to either the Commonwealth Secretariat Workplace Pension Scheme or the Commonwealth Secretariat Gratuity Scheme.</p> <p>On commencement, Staff members are automatically enrolled into the Workplace Pension Scheme. Thereafter, the staff member can select one of the following three options:</p> <p>Option 1: The equivalent of 15 percent of an individual's gross salary is allocated as employer contribution to the Workplace Pension Scheme.</p> <p>Option 2: An amount equivalent to 10 percent of the individual's gross salary is allocated as employer contribution to the Workplace Pension Scheme and 5 percent allocated to the gratuity scheme.</p> <p>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.</p> <p>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.</p> <p>Personal contributions to the Workplace Pension Scheme are subject to limits set by HRMC.</p> <p>Further information on the above schemes can be obtained from Human Resources and Facilities Management Division.</p>
<b>10. Age</b>	Aged 27 years or under at the time applications close.
<b>11. Non-employment of family members</b>	Candidates will be subject to the Secretariat's employment policy with reference to the non-employment of immediate family members (spouse, child or sibling).



<b>12. Medical and Dental Cover</b>	The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees and eligible London based dependents of employees. The cover is subject to underwriting conditions and supplements the UK National Health Service provisions.
<b>13. Insurances</b>	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. Further information on the existing policies would be made available to staff by the Human Resources and Facilities Division on request. Staff shall be notified of any changes in the policies as they become necessary from time to time.
<b>14. Internal tax</b>	<p>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.</p> <p>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).</p> <p>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.</p> <p>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 &amp; 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.</p> <p>Further information on the above schemes can be obtained from the Secretariat Payroll team via Human Resources.</p>



<b>B. SALARY</b>	
<b>Salary</b>	<p>£29,070 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal tax paid at UK income tax rates. (Please refer to section A for further information about internal tax). This salary is fully inclusive.</p> <p>Salary is payable monthly on or after 25<sup>th</sup> of each month into a bank account.</p>
<b>C. RELOCATION BENEFITS</b>	
<p>These benefits apply to</p> <ul style="list-style-type: none"> <li>• Young Professionals (YPs) who permanently reside <u>and</u> are recruited from outside of the UK, OR</li> <li>• Young Professionals (YPs) who are British nationals and/or ordinarily resident in the UK but who reside further than 50 miles out of Greater London.</li> </ul> <p>Note:</p> <ol style="list-style-type: none"> <li>a) The benefits provided are on the basis of unaccompanied status. No benefits would be paid for spouses and/or dependents of the YPs.</li> <li>b) Failure to complete 12 months or more of the programme will disqualify the YPs from termination benefits of flights/rail ticket home, shipment grant and subsistence allowance.</li> </ol>	
<b>1. Commencement and Termination Economy Airfares OR Economy Rail Fare</b>	<p>If recruited from outside of the UK - an economy class ticket at commencement and termination.</p> <p>If recruited 50 miles from outside of Greater London, UK, an economy class rail ticket at commencement and termination. Rules of airfares and rail fares are based on the Secretariat's Travel and Expenses Policy.</p>
<b>2. Relocation Grant</b>	Relocation Grant of £1000 on arrival.
<b>3. Shipment Grant</b>	Shipment grant for the transportation of personal belongings of £1000 on commencement and at termination of contract.
<b>4. Subsistence allowance on arrival and termination</b>	<p>On commencement of appointment and provided the Young Professional stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid for a period of up to two weeks from the date of arrival. Should permanent accommodation not be found within that time, an additional period of three weeks will be granted. The total stay in approved accommodation is for a maximum of five weeks. Two weeks' subsistence allowance will be paid on termination of the contract.</p>



<b>5. Visa arrangements</b>	A YP's employment is dependent on the Secretariat's ability to secure a visa under the UK's Tier 5 International Organisations visa arrangements. Failure to secure the visa will nullify the contractual offer. Such visas require the YP visa holder to leave the UK when the visa expires. Under the terms of the UK's Tier 5 International Organisations visa arrangements, only the YP is entitled to be issued a visa. The Secretariat will not be responsible for sponsoring any visas for accompanying spouses or dependents of the YP.
<b>6. Diplomatic Immunities and Privileges</b>	There are no diplomatic immunities and privileges attached to the YPs. As staff members, YPs 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.