SUMMARY OF TERMS AND CONDITIONS FOR

PAY POINT F

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

A. GENERAL

**Contract Term**

Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance, the organisation's requirements at that time and availability of funds. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.

**Medical**

Appointments are subject to passing a medical examination.

**Clearance**

Appointments are subject to government clearance to the extent that the person's own government raises no objection to their suitability for employment.

**Probation**

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.

**Period of Notice**

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.

**Annual Leave**

Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.

**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 Human Resources and Facilities Management Division (HRFM) 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.
B. **APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS**

**Salary** £73,171 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. This salary is fully inclusive. (Please refer to section A for further information about internal tax).

C. **APPOINTMENT OF OVERSEAS RECRUITED STAFF (NON UK NATIONALS)**

“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** £73,171 per annum Gross. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. (Please refer to section A for further information about internal tax).

**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 1/12th 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 the Human Resource Handbook, will have their air travel costs met by the Secretariat in accordance with the Travel and Expense Policy and procedures.

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.

**Education Allowance** An education allowance will be payable, provided the dependent* child is in continuing full-time education (school and undergraduate
The staff member may be entitled to 75% of the maximum amount of £24,941 per year which equates to £18,706 of admissible costs per child per scholastic year. Full details of the Education Assistance Policy is available on request.

**Transporting Effects on termination**

The Secretariat will pay the cost of transporting by sea a staff member’s effects up to 1,000 cubic feet in the case of a single staff member, and up to 1,500 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. Not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20-foot container (with an internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000. For a 40-foot container (with an internal volume of 2000 cubic ft) the value of goods insured is £70,000.

**Expatriation Benefits**

Should the staff member acquire resident status in the UK, the entitlement to expatriate salary and other benefits will cease immediately. Staff claiming these benefits will be required to sign an annual ‘residential status certificate’. An improper claim will lead to disciplinary action.

**Subsistence Allowance on commencement and termination**

When 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. Thereafter, 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.

**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.
"A Dependant Child is an unmarried natural child or a legally adopted child, who normally resides with the employee and is under the age of 18 or member of an employee’s family under 25 and in full-time education. The Secretary-General has discretion to declare a child who is not the natural or legally adopted child to be a dependent child and to waive the age limits and education requirements where the child is differently abled." 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.