

SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT Y

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

<i>Contract Term</i>	Appointments are on limited term contracts of usually two years.
<i>Medical</i>	Appointments are subject to passing a medical examination.
<i>Security Clearance</i>	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.
<i>Probation</i>	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.
<i>Period of Notice</i>	During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving three months, or by the staff member giving one months, written notice.
<i>Annual Leave</i>	30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.
<i>Pension/Gratuity</i>	<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 allocated as employer contribution to the Workplace Pension Scheme.</p> <p>Option 2: An amount equivalent to 10 percent of the individual's</p>

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).

Private Healthcare and Dental Cover

The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees. 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.

Internal tax

In accordance with the Commonwealth Secretariat Act 1966, 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	£29,070 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).
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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	£29,070 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).
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Installation and Termination Grant	Will be provided on commencement and termination of appointment at 7% of net salary.
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Expatriation Allowance	Payable on a monthly basis at a rate of 1/12 th of 14% of your gross annual salary.
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Travel

Upon commencement and termination of service, the staff member, 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.

***Transporting
Effects on
termination***

A Shipment grant for the transportation of personal belongings of £2500 on commencement and at termination of contract.

***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.

***Temporary
Accommodation***

Upon the staff members arrival in the UK, temporary accommodation will be provided at a Secretariat approved hotel for a period of two weeks.

Should the staff member face difficulty securing private accommodation within the initial two-week period, an additional three weeks stay at the approved hotel will be granted.

The maximum stay at temporary accommodation provided to staff members by the Secretariat is five weeks. The Director, Human Resources may approve an extended stay in case of an emergency or a pandemic.

***Subsistence
Allowance on
commencement
and termination***

Upon the staff members arrival in the UK, for the first two weeks, subsistence allowance at the appropriate United Nations (non-accommodation) rate will be paid in respect of the staff member. This rate will apply whether the staff member and their family stay in Secretariat approved temporary accommodation or not.

At the end of the contract term or upon termination of the contract, for a period of two weeks, subsistence allowance at the appropriate United Nations full rate will be paid in respect of the staff member.

***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 YP's employment is dependent on securing a UK Temporary Worker- International Agreement visa. Failure to secure the visa will nullify the contractual offer. The YP is required to leave the UK when the visa expires. Under the terms of the UK's Temporary Worker- International Agreement visa, 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.