



---

## Conference of Staff Associations of International Organisations

---

### *SESSION A – TYPE OF CONTRACTS*

---

*ECMWF – Staff contracts.*

*Presentation by Mr Stuart Mitchell, ECMWF*

## ECMWF – Staff contracts

CSA104 – Oct 16-17<sup>th</sup> 2003



- ◆ ECMWF – European Centre for Medium-range Weather Forecasts
- ◆ Research and Operational roles
- ◆ Located in Reading, Berkshire, England
- ◆ Established 1975
- ◆ 18 member states
- ◆ 6 Co-operating states

CSA104 – Oct 14-17<sup>th</sup> 2003



## Co-ordinated organisation

- ◆ ECMWF is one of six co-ordinated organisations:
  - NATO
  - WEU
  - OECD
  - ESA
  - ECMWF
  - CoE

CSA104 – Oct 16-17<sup>th</sup> 2003



## Types of contract

- ◆ Two kinds of staff contract:
  - Staff Member
  - Consultant

CSA104 – Oct 16-17<sup>th</sup> 2003



## Staff members

- ◆ Fixed term contracts
  - Initial duration: 4 years
  - Subsequent duration(s): 5 years
  - Probation period of 6/9 months before contract confirmed
- ◆ Notice of (non) renewal 9 months before end of contract
- ◆ No career path associated with positions
- ◆ Some indefinite contracts still active

CSA104 – Oct 16-17<sup>th</sup> 2003



## Staff member contract

- ◆ Working hours:
  - 40 hour week
  - 08:00-16:30 Mon-Thu & 08:00-16:00 Fri
  - 30 working days holiday
  - 10.5 days public holidays
  - Ex-patriate staff entitled to additional "Home leave" of 8 working days per 2 years to return to home country.

CSA104 – Oct 16-17<sup>th</sup> 2003



## Staff member contracts

### ◆ Grades & salaries:

- Based on CCR recommendations for co-ordinated organisations
- Grades used:
  - Hors (Director), A2-A6, LT4, B2-B6, C4-C6
- Steps within grades:
  - Grade A6, steps 1-5 increments with 12 months service
  - Grade A6, steps 6-8 increments with 24 months service
  - Grades A2-A5, steps 1-7 increments with 12 months service
  - Grades A2-A5, steps 8-11 increments with 24 months service
  - B grades steps 1-11 increments with 12 months service
  - LT (translator) step increments with 18 months service

CSA104 – Oct 16-17<sup>th</sup> 2003



## Staff member contracts

### ◆ Supplementary health insurance

- Contribution rate: 3.27 % of basic salary + certain allowances
  - 1/3 paid by staff member
  - 2/3 paid by ECMWF
- ◆ Covers staff member, spouse, dependant children & other dependants where applicable

CSA104 – Oct 16-17<sup>th</sup> 2003



## Staff member allowances

### ◆ All staff:

- Household allowance: 6% basic pay  
(paid to married staff or with dependant children)
- Child allowance: fixed sum £177.70 per dependant child, per month  
(up to age 18, or 26 if in FTE)
- Pre-school allowance: fixed amount equal to child allowance for dependant children in recognised nursery, depending on cost of nursery.

CSA103 – Oct 16-17<sup>th</sup> 2003



## Staff member allowances

### ◆ Ex-patriate staff (recruited from outside UK)

- Ex-patriate allowance (recruited before 1/1/1996):
    - In receipt of household allowance: 20% basic salary
    - Not in receipt household allowance: 16% basic salary
  - Ex-patriate allowance (recruited after 1/1/1996):
    - Household allowance: 18% basic salary (first step)
    - No household allowance: 16% basic salary (first step)  
(reduced by 1% p.a. between years 11 and 13 of service)
  - Education allowance: for each dependant child up to age 18 (or 26 if in FTE)
- OR**
- Ex-patriate dependant child up to 18 years (or 26 if in FTE): £50 per month.

CSA104 – Oct 16-17<sup>th</sup> 2003



## Staff member pension

- ◆ Pension rights acquired with 10 years effective service (with co-ordinated organisation)
- ◆ Contribution rates:
  - 8.3% old budgetised scheme
  - 8.8% new fully funded scheme  
(effective for contracts after 1-1-2003)
- ◆ Separation before 10 years:
  - Old scheme: Leaving allowance = 1.5 times last basic salary multiplied by number of reckonable years of service plus aggregate amount deducted as pension contribution, together with compound interest of 4% p.a.
  - New scheme: Last basic salary \* 8.8% \* 12 \* 2.25 multiplied by number of reckonable years of service.

CSA104 – Oct 16-17<sup>th</sup> 2003



## Staff contracts

- ◆ Consultants
  - Duration typically 6 to 24 months
  - Positions related to projects
  - Possible renewal dependant on length of project
  - No ECMWF contributions to pension
    - Salary contains component in lieu
  - No allowances, but salary calculated based on equivalent staff grades and personal circumstances

CSA104 – Oct 16-17<sup>th</sup> 2003



## Consultants

- ◆ Supplementary health insurance:
  - Contract duration less than 1 year:
    - Fixed £25 per month per beneficiary (reduced cover).
  - Contract duration 1 year or more:
    - 3.27% contribution rate
    - OR
    - Fixed £25 per month per family member (reduced cover)