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WORLD STUDENT CHRISTIAN FEDERATION  
37, Quai Wilson  
Geneva, Switzerland

WSCF PERSONNEL POLICIES AND PROCEDURES

II. Geneva-based Office Staff

A. Employment of Personnel

1. The General Secretary of the WSCF shall delegate responsibility to a person or a committee for the selection of office staff. Personnel shall be selected on the basis of competence for the position to be filled, character, and health.

2. Documentation, including a completed application form, references, and the report of a satisfactory medical examination, shall be required. The costs of the medical examination shall be paid by the WSCF.

3. Each applicant shall be interviewed by the General Secretary or a designated representative.

4. A letter of appointment, specifying the duties and conditions of employment and the personnel policies, shall be issued.

5. The term of service for office staff shall be two years unless otherwise specified. It shall be renewed automatically unless notice is given in accordance with point (10) below.

6. The WSCF shall pay the costs of travel and transport of up to 100 kilos of personal effects from the place of residence at the time of engagement. After completion of the term of service, the WSCF shall pay the costs of travel and transport of up to 100 kilos of personal effects from Geneva to the place of residence as defined in the letter of appointment, or the equivalent, an estimate of total costs to be submitted in advance for approval by the General Secretary or a designated representative. Payment shall be made on the basis of the cost of direct travel between Geneva and the place of residence by second-class rail, tourist class ship, or economy air flight, whichever is the least expensive. The WSCF shall pay the cost of a sleeper only when the direct journey takes longer than 15 hours, and the cost of overnight stops only when approved by the General Secretary or a designated representative.

For staff members who have been with the WSCF at least four years, and who have brought to Geneva or acquired household effects over and above the 100 kilos specified, the WSCF shall upon termination of their service, pay moving costs for up to another 100 kilos in addition to travel costs as defined above. Subject to detailed approval by the General Secretary or a designated representative, such moving costs shall be paid either to the place of residence as defined in the letter of appointment or to the new place of residence, whichever is less.

7. If a staff member leaves the employ of the WSCF at his/her own request before completion of the agreed term of service, the amount of travel costs as defined above to be paid by the WSCF shall be calculated according to the proportion of the agreed term which has been served.

If a staff member's employment is terminated by the WSCF before completion of the agreed term, the WSCF shall be responsible for travel costs as defined above.

Retirement age shall be 65 years for men and 63 years for women.

8. The first three months of employment with the WSCF shall be regarded as a probationary period during which one month's notice may be given by either party wishing to terminate the employment. A prolongation of the period of probation may be arranged by mutual consent.

9. An office staff member shall normally be selected for a specific position. However, he/she may be reassigned to another position at the discretion of the General Secretary or a designated representative and the Executive staff concerned. Changes in assignment which result in an alteration of classification and remuneration shall be effected only with the consent of the office staff member concerned.

10. Termination of employment shall be in accordance with the following procedures:

- a. A staff member who wishes to resign his/her position with the WSCF shall submit a written resignation to the General Secretary not less than two complete calendar months before the resignation is to take effect.
- b. When the WSCF wishes to terminate service, written notice shall be given to the office staff member by the General Secretary or a designated representative not less than two complete calendar months before the termination of the appointment.

11. A personnel record for each employee shall be maintained in the office of the General Secretary, containing application, references, letter of appointment, agreements and basic correspondence.

12. It is the policy of the WSCF not to employ any person whose husband or wife, child or parent is already a member of the Geneva or regional staff. Exceptions may be made only on a temporary and emergency basis.

B. Salaries, Allowances and other Provisions

1. The General Secretary, in consultation with the Executive staff member(s) concerned, shall grade office staff members as follows:

Grade A - Shorthand typists, clerk typists

Grade B - Secretarial staff with at least three years previous experience or specific skills and ability to work independently - secretary - translators

Grade C - Administrative personnel with considerable independence and responsibility for supervision. They shall be paid according to the attached salary scale.

2. Each employee's salary shall be reviewed annually, within the steps of the salary scale. Normally each staff member shall be advanced one step. Such increases shall become effective on the anniversary date of employment.

3. Salary adjustments and/or changes in grade may also be made in accordance with increased responsibilities and proficiency of office staff members. Increases within one grade shall not exceed two steps in any one year.

4. The salary scale shall be revised annually effective January 1, in accordance with variations in the cost of living as recorded in the index, prepared by the Department of Commerce, Industry, and Labour, Geneva.

5. Dependents' Allowances: The following children's allowances shall be paid to staff members who are heads of households:

- for a child 0 through 9 years old, Sw.Frs. 75 per month
- for a child 10 through 17 years old (and as long thereafter as full-time in school), Sw.Frs. 125 per month

In the case of a child at university, the EAG shall recommend to the Officers a special allowance, if this seems necessary.

In special instances, allowances may be paid for other dependents. Application for such allowances shall be made to the General Secretary.

6. Housing Allowances: In the case of single staff members of 28 years of age or over, who have had one year of service, and who are paying rent in excess of 20 per cent of their gross salary, the WSCF shall pay a housing allowance to cover this excess amount up to a total monthly rent of Sw.Frs. 400. If the rent is higher than Sw.Frs. 400 per month, the staff member shall pay the balance.

In the case of married staff members who are heads of households, the same principle shall apply up to a total rent of Sw.Frs. 500 per month for a married couple, and Sw.Frs. 600 per month for a family with children.

## 7. Welfare Provisions

- a. Provident Fund and Retirement Fund: The WSCF participates in the Provident and Retirement Funds of the World Council of Churches.

Five percent of each employee's basic salary and supplements is deducted for payment into the Fund. A like sum is paid in by the WSCF. The total paid in plus interest is refunded to the employee when he/she leaves the WSCF.

- b. Swiss National Old Age Insurance: A deduction of 3.1 per cent is made from gross salary to cover this insurance, which is compulsory under Swiss law. The WSCF pays a like sum for each employee. Refunds of these premiums depend upon arrangements between the Swiss government and those of other countries.

- c. Sickness Insurance: All staff members and, in the case of married men, their wives and minor children, are covered by a collective health insurance policy taken out by the WSCF. Each staff member pays half the monthly premium for himself (herself) and family, and the WSCF pays the other half.

- d. Accident insurance: Staff members are covered by a non-contributory collective accident insurance policy taken out by the WSCF. This insurance covers both employer's liability accidents and accidents outside working hours.

Wives and children of employees are normally covered for accidents by the sickness insurance described in (c).

8. Passports and Work Permits: The WSCF shall obtain and pay for Permis de Travail and Permis de Séjour and also for passport renewals.

9. Payment of Salaries: Salaries for the calendar month are paid on the 15th of each month. When the 15th falls on a Saturday, salaries are paid on Friday, the 14th, and when the 15th falls on Sunday, salaries are paid on Monday the 16th.

No advances against salaries are granted except under exceptional circumstances. Application for an advance, stating the reason for the request, is to be submitted to the General Secretary or a designated representative for approval.

10. Compensation for overtime: Office overtime is not paid for but is recompensed by time off. Overtime can only be asked of an office staff member by her/his supervisor who shall give a signed statement to the General Secretary or a designated representative indicating the number of overtime hours worked during any month, so this can be calculated in terms of days leave.

#### C. Office Hours

The working week shall be 37½ hours: Monday-Friday: 8:30 - 5:00 with one hour for lunch and coffee/tea break from 3:30 to 3:45 p.m. each day. The office will officially be closed on Saturday and Sunday.

The following holidays shall be granted without loss of pay: Good Friday, Easter Monday, Ascension Day, Whit Monday, Jeune Genevois, December 24th until New Year's Day inclusive.

#### D. Leaves

1. Annual Leave: Members of the office staff shall be entitled to 15 working days leave on full salary and allowances for the first two years of the employment and to 20 working days leave in each subsequent year.

Annual leave may be taken in units of days or half days. All leave not taken by April 30 of the succeeding year shall lapse.

Annual leave is calculated on a calendar year basis. Employees joining the staff during the year are entitled in the first year to leave proportional to the period of service in that year. Leave in excess of the number of days already accrued shall not normally be granted until the staff member has completed a period of three months of service from the date of his or her appointment.

The time of annual leave shall be arranged in relation to the requirements of the work of the WSCF. Application for leave on specific dates shall be made to the employee's supervisor, and upon approval, the General Secretary or a designated representative shall be notified.

The taking of annual leave in conjunction with public holidays is permitted only if arrangements can be made to ensure the satisfactory functioning of the office during the holiday period.

2. Sick leave: In case of sickness, the General Secretary or a designated representative shall be notified immediately. Sick leave on full pay and allowances shall be granted when necessary according to the normal practice in Geneva.

After 6 months	-	2 weeks
After 9 months	-	3 weeks
After 1 year	-	1 month
After 2 to 5 years	-	2 months
After 5 to 10 years	-	3 months
After 10 to 15 years	-	4 months
After 15 to 20 years	-	5 months
After 20 years	-	6 months

Absence due to sickness in any year in excess of the above maxima will be treated as sick leave without pay.

A medical certificate may be required after three days' absence due to illness. On return to the office the employee should notify the General Secretary or a designated representative.

3. Conference leave: For conferences held outside Geneva, two days' leave is granted for seven days in a conference. For conferences held in Geneva, time over and above normal working hours shall be compensated for as overtime by time off. Leave for conferences held outside Geneva must be taken within one month of the end of the conference.

4. Marriage leave: Five working days of leave are granted for marriage.

5. Compassionate leave: The General Secretary shall decide when such leave shall be granted.

6. Leave without pay: Leave without pay in excess of normal annual leave shall be granted only in exceptional circumstances and only after approval by the General Secretary or a designated representative.

7. Home Leave: At the end of the first two years of employment and thereafter at the end of each twelve months of service, a staff member whose residence is in Europe and who will continue in the employ of the WSCF for at least another 12 months, shall be entitled to payment of the round trip fare to his/her place of residence, according to the rules in A.6. Should a staff member choose to go elsewhere than home, he/she shall be entitled to a travel allowance of Sw.Frs. 100 annually after two years of service. This shall apply also to the Geneva personnel.

For staff members whose residence is outside Europe, special arrangements concerning home leave and travel allowances shall be specified in the letter of appointment.

Staff members who have served the WSCF for four years and are continuing for another term of service shall be entitled to an additional 10 working days of paid vacation every two years for the purpose of home leave.

E. Employment Advisory Committee

This committee is a sub-committee of the Executive Committee. It shall be responsible for:

1. Advising on personnel policies and office regulations
2. Reviewing any employee grievances against the administration of the Federation.

New Salary Policy as adopted by the  
Executive Committee Meeting, held in  
Buenos Aires, Argentina,  
July 14-22, 1974

The report of the Salaries Committee was presented by Val Roche and received by the Executive Committee with the following specific actions:

1. Consideration of housing costs shall be separated from the gross salary.
2. The annual base salary of WSCF Executive staff shall have a "ceiling" of US\$7,500. and a "bottom" of US\$2,500. Regional committees shall have the responsibility of determining what specific base salaries shall be paid to their staff within this range.
3. The following additional remunerations shall be given to each staff, where applicable:
  - (i) A marriage allowance of 25% of the base salary, provided that the espouse is not engaged in full-time work.
  - (ii) An allowance of 7.5% of the base salary for each child below ten years old, and 10% for each child above ten years old and up to the end of secondary school.
4. A housing allowance of up to 30% of the gross salary shall be given each staff member. The regional committees shall decide what specific housing allowance they will give their regional staff within this ceiling.
5. Need and austerity shall be the basic principles upon which the determination of specific salary and housing allowance levels shall be determined.
6. Each region shall be allocated a maximum of the equivalent of two full-time "ceiling" salaries, with their accompanying allowances, in the basic budget. A region may decide to hire more staff members provided that the total amount of their salaries shall not exceed the total of two full-time "ceiling" salaries. Where additional staff or project staff are appointed, the region shall be responsible for their salaries, or may draw them from its program budget.
7. There shall be no seniority allowances for staff members.
8. A severance pay, equivalent to one month gross salary, shall be given to each staff member upon termination of his/her work with the Federation, provided that he/she has worked with the Federation for at least one year.

9. A cost of living adjustment of salaries shall be made each year, coincident with the month of the beginning of the terms of office, based on the Cost of Living index of the UN-ILO.

10. The travel of staff and their family to their respective bases of work, equivalent to third class economy air or land fare, whichever is applicable, shall be paid by the Federation. In addition, a moving/settling-in allowance shall be given each staff member equivalent to the moving/settling-in allowance of Geneva staff-- Sw.Fr. 2,000 for single staff, and Sw.Fr. 4,000 for married staff-- provided that staff is moving from one country to another, or from one city to another of a considerable distance. This shall take the place of "moving" costs, where such "moving" is necessary. Where a person with a relatively large family is appointed to the staff, consideration shall be given for the provision of additional settling-in allowances, bearing in mind the needs of his family. Such a need shall be brought to the attention of the regional committee concerned, and be brought to the Executive Committee for approval by mail vote if necessary.

11. Where applicable, a maternity leave of three months with pay shall be granted to staff of the Federation.

12. A special educational allowance may be given to certain staff members to assist in the special educational needs of their children that are brought about by their movement from their home countries to another. Such a special allowance shall be applied for first through the regional committee, and then submitted for approval to the Executive Committee by mail vote if necessary.

13. As a matter of general guiding principle, the Executive Committee strongly recommends to all offices of the Federation that the principle of equality shall be applied in determining the salaries of support staff. It is strongly recommended, therefore, that the same salary levels and allowances be given to support staff as well.