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WORLD STUDENT CHRISTIAN FEDERATION
37, Quai Wilson
Geneva, Switzerland

WSCF PERSONNEL POLICIES AND PROCEDURES

I. Geneva-based Executive Staff

A. Appointment of Personnel

1. All Executive Staff are appointed by the Executive Committee of the WSCF.

2. The term of appointment is specified by the Executive Committee at the time of appointment.

3. Reappointment of staff is reviewed by the Executive Committee not less than six months before the expiration of the term of appointment. A letter, signed by the current General Secretary, is sent to all Executive Staff whose appointments are being reviewed under this provision informing them of the decision taken.

4. Executive Staff appointments are subject to three calendar months notice by the WSCF or the employee. Such notice may be given by the officers at any time, irrespective of the period of appointment or reappointment, but reasonable justification is required for termination of appointment or reappointment before the end of an agreed period. When it is proposed, there shall be opportunity for the member of the staff to appeal the administrative decision before the officers of the WSCF in writing or in person.

After completing an agreed term of appointment with the WSCF, members of the Executive Staff shall receive a relocation allowance of one week's salary for each full year of work up to one month's salary.

5. The WSCF shall pay the costs of travel and a settling-in allowance of 3000 Sw.Frs. for a single staff member, 6000 Sw.Frs. for a married staff member, and 800 Sw.Frs. for each child, for terms of at least two years. For terms of at least three years, a staff member may have his moving costs paid in lieu of a settling-in allowance. At least two estimates by transport companies of the costs shall be submitted in advance, and the WSCF shall decide whether to pay moving costs or to pay a settling-in allowance.

The costs of travel between the place of residence and Geneva for the staff member and his family shall be based on the cost by second class rail, tourist class ship, or economy flight, which ever is least expensive.

The same shall apply for a regional staff person who is assigned to a position in Geneva. In the case of a Geneva staff person who moves to a region, the same principles shall apply with the settling-in allowance determined in accordance with the cost of living index of the city to which he is assigned.

6. For staff who have been with the WSCF at least three years, the WSCF shall, upon termination of their service, pay moving costs in addition to travel costs as outlined above. Subject to detailed approval by the General Secretary, such moving costs shall be paid either to the place of residence as defined in the letter of appointment or the new place of residence, whichever is less.

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 the travel costs as defined above.

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

8. In the event of the death during term of appointment or re-appointment a staff member who is the head of a family, his family shall continue to receive his salary for a period of three months after his death.

9. Acting staff may be appointed by the General Secretary in consultation with the WSCF Officers and appropriate regional staff and/or Executive Committee members concerned. A term of appointment as regular staff may be extended up to six months by this same procedure.

B. Salaries, Allowances and other Provisions

1. The staff are classified in the following categories by the Executive Committee at the time of appointment.

Grade A - persons recently graduated from university, with narrowly defined responsibilities

Grade B - staff with extensive responsibilities for program and administration, where experience is required

Grade C - The General Secretary and Associate General Secretary

They shall be paid according to the attached salary scale. The qualification and experience allowance is to be determined by the General Secretary in consultation with the EAG.

2. Annual salary increases due to seniority shall become effective on the anniversary date of employment.

3. Salary adjustments and/or changes in grade due to increased responsibilities may be made by the General Secretary.

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 allowance 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 case of a child in a school using a language other than the local language, or in case of the need of special language training, and in case of a child at university, the EAG shall recommend to the WSCF Officers a special allowance if this seems necessary.

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

6. Welfare Provisions:

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

Five per cent 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% 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 Insurances: 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).

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

8. 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 Friday the 14th; 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.

C. Office Hours

The working week shall be 37½ hours: Monday-Friday: 8:30 to 5:00 with one hour for lunch and coffee/tea break from 3:30 to 3:45 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 Executive staff shall be entitled to twenty working days on full salary and allowances.

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 timing of annual leave shall be arranged in relation to the requirements of the work of the WSCF, cleared with the General Secretary or a designated representative.

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.

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| 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.

3. Extended travel leave

Leave may be granted after prolonged travel with the approval of the General Secretary. The additional leave shall not exceed the number of Saturdays and Sundays worked during the trip and should be taken within one month after returning to Geneva.

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.

7. Home leave

a) After each three years of completed service and provided that the staff member has been appointed and is willing to serve for at least another two years, Executive Staff members who are heads of families are entitled to have travel expenses for home leave paid for themselves and their families. This applies equally to travel expenses for home leave of unmarried Executive Staff.

b) The expenses of travel for home leave shall be calculated on the following bases:

In Europe: family rate or economy flight air travel or second class rail plus couchette

Outside Europe: economy class travel or tourist class boat

c) Twenty additional working days of leave shall be granted in the home leave year for those entitled to home leave.

E. Employment Advisory Group

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.