



G00061 ETT/ETC Summary of Benefits and Important Notes for HQ Staff

The following are important notes and a summary of the benefits applicable to ETC/ETT appointments at headquarters, Washington, D.C, which includes ETCs hired as Junior Professional Associates (JPA). The information is compiled from various governing sources such as the Staff Rules, which may be amended from time to time, and in case of discrepancies, the Staff Rules and/or related governing source documents shall prevail. In addition to the benefits described below, you may be eligible for benefits related to your assignment as stipulated in your Assignment Memorandum. All matters regarding benefits will be resolved according to the applicable governing source documents, notwithstanding anything written in this Summary. The term "Bank Group" refers to the World Bank, IFC, MIGA, ICSID and GEF.

Effective Date of Appointment

ETC/ETT appointments cannot commence until Human Resources (HR) Operations receives your:

- signed Letter of Appointment
- completed forms:
 - [F01604: Designation of Insurance Beneficiary](#)
 - [F00039: Overseas G4 Visa Request Form](#) (optional) and a copy of your passport and visa/work permit, if applicable.

Refer to:

- [For Appointee—ETT/ETC Appointment](#)
- [MIP, Medical Insurance Plan for Headquarters Staff and Eligible Family Members](#)

Additionally, if you are currently a short-term consultant or short-term temporary (STC/STT), your ETC/ETT appointment cannot commence until the end date of the STC/STT Purchase Order is changed in SAP and all payments are authorized through that end date prior to your new appointment.

Please note that appointment dates cannot be retroactive. HR cannot initiate payroll action until you have followed these mandatory steps. It is very important that ETC/ETTs coordinate closely with their hiring department to ensure that the above steps are completed.

Avoiding Conflict of Interest

You and any members of your immediate family cannot be employed by member governments or other entities to work on Bank Group financed projects during the period of your Bank Group employment. In addition, for a period of two years after termination of such employment, you may not seek or accept work connected with projects or operations that were your direct concern, or make use of material acquired during assignments, unless the prior consent of the Bank Group has been obtained.

Close Relatives

The Bank Groups' employment policies prohibit the simultaneous employment of close relatives (mother, father, sister, half-sister, brother, half-brother, son, daughter, aunt, uncle, niece or nephew). The policy applies to all staff who perform services for the Bank Group under a Bank Group appointment, or as an employee of a firm/agency. Before accepting an assignment, you are required to report any close relatives to the Manager, HR Operations.

Employing Spouses/Domestic Partners

The spouse or domestic partner of a staff member who meets the normal selection standards may be employed by the Bank Group. A spouse or domestic partner may be assigned to the same vice presidency or department, if neither supervises the other, directly or indirectly, and if their duties are not likely to bring them into routine professional contact. They may not be assigned to the same division or equivalent unit. A spouse or a domestic partner of a staff member may be assigned to the same country office, provided that neither supervises the other, directly or indirectly, and provided that the Vice President responsible for the country office, in consultation with the Manager, HR Operations, or the Director, Human Resources, for Bank or MIGA Staff, or IFC Director, Human Resources, for IFC Staff, approves the assignment.

Security Clearance

Security clearance is mandatory for all staff members and may take as long as three months to be completed. Please feel free to check the status of your clearance at any time by logging in directly to the vendor's system, using the same log-in information as when you provided your screening documentation. If you have further questions about the status of your clearance, please send an email to HR Recruitment Services.

U.S. Visas

ETCs/ETTs, must have or obtain an appropriate visa and/or work authorization before undertaking any assignment for the Bank Group in the U.S. Obtaining visas or authorizations can take time; therefore, you are advised to start the process immediately upon receipt of your appointment letter, if required. Valid work authorization includes any of the following:

- U.S. citizenship;
- U.S. Permanent Resident status ("green card");
- Pending U.S. permanent resident status with valid Employment Authorization Card (work permit);
or
- U.S. Asylum status with a valid work permit; or
- U.S. Refugee status with a valid work permit; or
- G4 visa, requested by World Bank Group's HR Operations through a U.S. Consulate/Embassy outside the U.S. (no fee for a G4 visa). **U.S. citizen staff and their dependents are ineligible** for G4 visa services; or
- A dependent "A" (diplomatic) visa, with a valid work permit.

Incoming staff residing in the U.S. on all other non-immigrant visas not listed above must obtain a G4 visa prior to employment with the Bank Group. A person in the U.S. on B1/B2 (visitor/tourist) or Visa Waiver Program is not authorized to work in the U.S., and must obtain a G4 visa outside the U.S.

For staff on a G4 visa, dependent G4 visas are available for immediate family members (spouse, unmarried children under age 26, or parents/parents-in-law) to accompany the staff to the U.S. and to reside in the U.S. while the staff member is employed by the Bank Group and based in the U.S.

G4 visas for staff and dependents typically can be renewed within the U.S., and the G4 staff member is obligated to provide any mandatory documentation to support such a renewal of a dependent G4 visa.

Domestic Partners and Same-Sex Spouses: U.S. Visa Issues

Same-sex spouses who have a legally recognized marriage certificate are eligible for dependent G4 visas to enter and reside in the U.S. Same-sex spouses on a valid dependent G4 visa may also apply for a Driver's License and Work Authorization in the United States. Domestic partners (opposite or same sex), per Department of State guidelines, are **ineligible** for dependent G4 visas.

G4 Spouse and Dependent Employment

G4 dependents may apply through the Bank Group's HR Operations to the U.S. State Department and the U.S. Citizenship and Immigration Services (USCIS) for a work permit that authorizes work in the U.S. while in G4 status. The Work Authorization process takes up to four months (and occasionally longer) due to mandatory security checks in place since September 11, 2001. The delay occurs as the U.S. government processes the application; the Bank Group has no influence or control over the process or the delay. Most types of jobs, in particular professional positions, are eligible.

Special Note for Spouses on Non-G Visas with U.S. Work Authorization

U.S. immigration regulations require that any individual entitled to a G4 visa, such as a non-immigrant spouse of a World Bank Group staff member holding a G4 visa, must be issued a G4 visa if the individual resides in the same household of the G4 staff member. [U. S. State Department, Reference: 22 CFR Sec. 41.24(b)(4)]. The sole exception to this rule is for A-visa holders (diplomats).

This means that a spouse currently working in the U.S. on an H1B visa or other non-immigrant visa (other than an A-visa) with work authorization must change to a G4 dependent visa at the same time as the staff member obtains his/her G4 principal visa. The spouse must stop working from the time his/her status has changed to G4 dependent, until he/she is in receipt of a valid work authorization under the G4 dependent visa. The spouse can submit the application for a work authorization only after the:

- a) Staff member obtains the G4 principal visa, and
- b) Staff member commences employment with the World Bank Group, and
- c) Spouse has obtained the G4 dependent visa and is physically present in the U.S.

The process of obtaining a G4 dependent work authorization may take approximately up to 4 months.

G5 Visa

G4 visa holders may employ, under the G5 Visa program, a domestic employee to work in their household as a child/elder care provider, nanny, housekeeper, etc. U.S. citizens, permanent residents and staff holding any other visas other than a G4 are not eligible. The World Bank Group facilitates issuance of G5 visas for domestic employees, however many restrictions apply from both the U.S. State Department and the World Bank Group. G5 domestic employment is governed by U.S. and by local city employment laws. A prospective domestic employee must be unrelated to the G4 staff member by blood or marriage, be at least 17 years old, and should be a domestic by trade and experience. Domestic employees may work only in the home of the sponsoring G4 employer, and nowhere else in the U.S. For the terms and conditions refer to the [G5 visa section](#).

Domestic Partners

The World Bank Group recognizes domestic partnerships that meet the following criteria:

- The parties are not related by blood to a degree that would bar marriage where the parties reside.
- The parties are not married to anyone else.
- The parties are each other's sole domestic partner and intend to remain so indefinitely.
- The parties are legally competent to contract and of lawful age to marry.
- The parties have resided together in the same residence for at least 12 months and intend to do so indefinitely.
- The parties have been jointly responsible to each other for basic living expenses and welfare for at least 12 months.

Registered domestic partners (and their children) receive spousal benefits with the exception of Dependency Allowance.

Orientation

The Bank group has made available an ETT/ETC eLearning module, called "ETC/ETT: Know the Bank Group" and available on the Open Learning Campus (OLC) website. This [eLearning module](#) provides an overview of the WBG, its work, services and tools available to ETs. We encourage all new ETs to take that learning. The module covers nine topics, which can be taken either at one sitting (duration of 1 hour) or over time.

Travel

The World Bank Group requires all ETCs and ETT to obtain Country Clearance prior to departing on mission. If you are travelling within 5 days of signing this contract, you must send a copy of your itinerary, contact information while on trip (mobile phone/email), and trip purpose to Country Clearance Officers assigned to each country on your itinerary. Please contact your manager to facilitate the clearance prior to your travel.

United Nations Laissez-Passer

If required for undertaking your job responsibilities, and at discretion of your Manager, United Nations Laissez-Passer (UNLP) can be issued for official travel only. Please consult [WBG UNLP Procedure](#) to get full information on eligibility and use of UNLP and penalties for violating UNLP rules. UNLP is the property of the United Nations and should be returned to WBG Visa Office prior to or on the last day of your employment with the World Bank Group. Please refer to [UNLP Return Process for details](#). Failure to abide by this provision can result in jeopardizing your ability to get a UNLP in the future.

Administrative Procedures

Your hiring department will coordinate requests for an Outlook account and access to Bank Group systems such as TRS, LARS, and PeopleSoft.

Leave

You accrue two personal days of leave for each full month of Bank Group service. These personal days may be used for any purpose such as annual leave, illness, family leave, maternity leave, paternity leave, etc. Upon termination of your ETC/ETT appointment, up to 30 days of unused leave is reimbursed to you based on your final salary.

Holidays

You enjoy all Bank Group holidays and closures applicable to the country of appointment.

Maternity Leave

Maternity leave is absence from duty with pay available to a female staff member in connection with the delivery of her child. Female staff members with ETC/ETT appointments are eligible for 20 working days of maternity leave in connection with the delivery of her child. Staff members on ETC/ETT appointments are eligible for an additional 40 working days of unpaid leave for maternity purposes through Leave Without Pay.

Overtime

Overtime is work performed in excess of your regular work week beginning on Monday and ending on Sunday. Personal leave and official holidays are counted as time worked in computing the work week required before overtime payment is made. Only ETT appointments are eligible to be paid for overtime work.

Termination Payment

Upon termination of your ETC/ETT appointment, you will receive a payment of 15% of final salary for each year and fraction of a year of ETC/ETT service.

Credit Monitoring

In response to global threats to personal privacy and security, and as a prudent cyber security measure, the World Bank Group has decided to offer credit monitoring and identity protection products and services at no cost to its eligible staff.

This is a voluntary benefit. If you choose to enroll, you will be requested to provide personal identifiable information to the service provider and enter into a contractual relationship with the company. You will also be bound by provider's terms and conditions, including for dispute resolution purposes.

Your benefit coverage will stop when you leave the Bank Group. You will however have the option to maintain the coverage at your own cost.

World Bank Group 401(k)

As of July 1, 2009, the Bank Group sponsors an optional savings plan to Bank staff holding Headquarters appointments, including staff holding ETT/ETC appointments. Enrollment is voluntary and is open to US nationals and non-US nationals. For more information, access the [HR 401\(k\) website](#) (available only in the intranet; "friendly URL" is 401k or from HR home page, search for "401k").

Medical Insurance Plan (MIP)

The Bank Group sponsors a comprehensive medical/dental/vision/prescription drug insurance plan for ETC/ETT staff members and their eligible dependents. Enrollment for ETC/ETT staff is limited to MIP option B, and is processed by HR Operations manually, based on the enrollment information provided. Contributions, shared by the Bank Group and the staff member, are deducted from each paycheck. Benefits are maximized by using providers who participate in the Bank Group's preferred provider network.

Enrollment in the MIP is optional. Coverage is effective on the entry on duty date, provided enrollment is completed within 60 days of entry on duty. Staff who do not submit any enrollment decision (waiver or enrollment) are automatically enrolled without dependent coverage retroactive to the entry on duty date.

For dependents, enrollment must be provided within 60 days of the staff member's entry on duty or the initial eligibility of the dependent via a life event (e.g., marriage after appointment), whichever occurs later. If a dependent enrollment is not received within 60 days after entry on duty or the life event that created eligibility, whichever occurs later, your dependent(s) will not be eligible for enrollment in the Bank's health insurance plan until the next open enrollment period, which takes place each November 1-30 and the coverage is effective Jan 1.

Eligible dependents are a legal spouse or registered domestic partner, a biological child aged 26 or younger, a legally adopted child aged 26 or younger, or the biological or legally-adopted child age 26 or younger of a legal spouse or registered domestic partner. A mentally or physically handicapped child may be eligible for coverage beyond age 26 if the onset of the handicap occurred while the child met the Bank Group's dependency criteria (namely, age 25 or younger, unmarried, reliant on the staff member for principal support) and the handicapped child, with the exception of the age limitation, continues to meet those criteria. Grandchildren may be covered only if the parent (the staff member's child) meets the Bank Group's dependency criteria, and coverage occurs only while such criteria are met¹. Other dependents, including but not limited to parents, in-laws, siblings, nieces, nephews and in-laws, are ineligible. An unmarried dependent parent or parent-in-law residing in your household may be eligible for a separate, unsubsidized Sponsored Plan coverage.

ETC/ETT service does not accrue as service towards eligibility for Retiree MIP.

Life Insurance Plan

The Bank Group sponsors a Group Term Life Insurance Plan. ETC/ETTs automatically receive Bank-paid basic coverage of one times annual net salary at no cost. (For staff members paid a gross salary, the net salary is calculated as 75% of the gross salary.) The contractual beneficiary is the spouse, if alive, or the ETC/ETT may designate an alternate beneficiary at any time. ETC/ETTs are not eligible to participate in the Bank Group's Optional Group Term Life insurance programs.

¹ For example, if an unmarried child parents a child (the staff member's grandchild), the grandchild can be covered by medical insurance while the child remains a dependent. If the child married, dependency would end and thus the grandchild's coverage would end. However, the child only could remain covered under the medical insurance the last day of the months in which he/she turns age 26.

Accidental Death and Dismemberment Insurance Coverage

The Bank Group sponsors a Group Accident Insurance Plan providing coverage for ETC/ETTs in the event of accidental death or dismemberment while on authorized official Bank Group travel away from home. ETC/ETTs automatically receive coverage of three times net annual salary, at no cost, subject to a minimum of \$100,000 and a maximum of \$250,000. For ETC/ETTs paid on a gross basis, "net annual salary" for purposes of this insurance benefit, is calculated by taking 75% of the gross salary. Deaths from certain causes are excluded, including death during service with armed forces of any country, suicide, death from illness or infectious disease, or deaths in airplane accidents where the ETC/ETT was part of the airplane crew. An additional benefit of three times net annual salary (maximum \$100,000) is payable as a result of a covered accidental death due to an aircraft accident. An additional benefit of three times net annual salary (minimum \$50,000, maximum \$250,000) is payable as a result of a covered accidental death due to an act of war (declared or undeclared). If both the additional aircraft benefit and the additional war risk benefit apply, only the war risk benefit would be paid. Bank-paid Accidental Death and Dismemberment insurance may provide partial benefits in the event of dismemberment, permanent and total paralysis, or loss of eye(s), speech or hearing.

Worker's Compensation Insurance

The Bank Group provides Worker's Compensation Insurance protection for injuries arising directly out of and in the course of your employment and provides benefits in accordance with the District of Columbia Worker's Compensation Act. The term "injury", as defined in the Act, means "accidental injury or death arising out of and in the course of employment and such occupational disease or infection arising naturally out of such employment..." Refer to [Staff Rule 6.11](#) for more information.

Accompanying Baggage Insurance

ETC/ETTs are covered by Accompanying Baggage Insurance up to a maximum of \$4,000 against the loss of, or damage to, accompanying baggage during official travel. This insurance covers ordinary personal effects normally carried by travelers, but it only provides limited coverage for valuables such as cameras, furs, jewelry, etc., and it does not cover such items as airline tickets, currency, passports, or any kind of documents. Contact Willis Relocation Risk Group, administrator of the Bank's Accompanying Baggage Insurance program, via email: Maria.Torales@WillisTowersWatson.com (cc: WRRG.WB@Willis.com) for additional information or to report a loss.

Work Life Services

The Bank Group has several services to support staff and their families during and after appointment. Among these services are the Work Life Services and the World Bank Family Network (WBFN) that provide assistance to staff, spouses and domestic partners. Once available, the Human Resources Operations will provide the names of spouses registered domestic partners to these units. In addition, the Bank Group offers briefing sessions for spouses and domestic partners. These sessions provide information of critical importance to families, particularly for those new to the U.S. Spouse/domestic partners are strongly encouraged to attend one of these sessions. Married and partnered ETC/ETTs will receive an email invitation providing session details after family information for eligible dependents has been registered.

Taxes – U.S. Nationals Only

All U.S. nationals, including those U.S. nationals who are also nationals or nationals of another country, are paid on a gross basis and are subject to taxation on their Bank Group income, regardless of their place of residence. Bank Group gross income will be reported to the IRS on a Form W2, and that amount must be reported as wages on state and federal income tax returns. As a U.S. employee of an international organization, an ETC/ETT is also responsible for self-employment taxes (in lieu of FICA and Medicare withholding) on the portion of gross income that relates to services within the U.S. for the Bank Group. The Bank Group does not withhold taxes from salary payments, and a tax allowance is not payable on a U.S. ETC/ETT's gross salary. Therefore, each U.S. citizen ETC/ETT is responsible for payment of quarterly estimated taxes to state and federal authorities. For U.S. income tax reporting purposes, each ETC/ETT must notify the Tax Office of any change of address. For general questions regarding taxes, please contact Tax Office (email: Taxoffice@worldbank.org, telephone: 202-458-4191, Tax website: [Taxportal](#)).

Disabilities

If an ETC/ETT staff member requires any special accommodations, the Human Resources Manager should be contacted.

Resettlement Upon Termination

Resettlement benefits are provided at the discretion of the hiring manager, who may pay up to a maximum of \$5,000 for your resettlement. See [Staff Rule 7.02, paragraph 2.04](#).

Identification Card

Each staff member must have a valid building pass, issued -by the Bank Group Security ID Office, to gain access to Bank Group premises for the duration of his/her appointment. Building -passes must be requested in person.

Access to Personal Information

Staff Rule 2.01 stipulates that access to salary, pension, insurance and benefits information is automatically granted upon request to spouses or registered domestic partners. The staff member is typically not notified of such disclosure unless authorized by the spouse or registered domestic partner.

Flexwork

Flexwork is a business tool to deliver high quality, timely results to clients, while also helping staff achieve balance in their work and personal lives. The Bank has a variety of Flexwork options which may be suitable for some staff and for some jobs. Flexwork arrangements must be approved in advance by the staff member's manager and may be revised or ended at any time. These arrangements are not an "entitlement" and approval remains subject to managers' discretion. Review the [World Bank Flexwork Toolkit](#) (available only in the intranet) for more information. Please note, staff holding ETT/ETC appointments are not eligible to request a Reduced Work Schedule.

One Year-Cooling Off Period

Upon reaching 2-year ET lifetime maximum, ET staff must go through a mandatory one-year cooling-off period after they complete all or any portion of their second ETC/ETT contract before they can be rehired as STCs/STTs. However, ETCs/ETTs can continue to compete for Term and Open appointments.

Note: ETC staff hired as Junior Professional Associate (JPA) may not be appointed/ reappointed to any appointment type (Term, Extended-Term, Short-Term) during the contract period or the subsequent two-year cooling-off period, with the exception of being accepted into the YP Program.