

## **06 Compensation**

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#### **01. Subject, Applicability and Definitions**

##### **Subject**

1.01 This Rule sets forth the provisions governing the benefits provided by the Bank Group to extend reasonable assistance to staff members who are posted to a new duty station on an Extended Assignment. This Rule was most recently amended on July 18, 2011.

##### **Applicability**

1.02 This Rule applies to staff members in positions subject to international recruitment, holding Regular, Open-Ended or Term appointments.

##### **Definitions**

1.03 In addition to the definitions in [Rule 1.01, "General Provisions,"](#) for purposes of this Rule, the following definitions apply.

- a. **Designated Official or Designee** refers to the staff member designated to take action on behalf of the responsible manager.
- b. **Extended Assignment** means an assignment to a position subject to international recruitment in a duty station outside of headquarters for a period of more than 12 months.
- c. **Headquarters Assignment** means an assignment to a position subject to international recruitment in headquarters for a period of more than 12 months.
- d. **Host Duty Station** refers to the Extended Assignment location.
- e. **Less-than-economy Airfare** refers to the most cost effective travel, as established by Bank Group Travel Services, for home country travel. It generally refers to economy class with restrictions.
- f. **Market Reference Point** or MRP **refers to** the point within the range of each grade in the Bank Group's salary scale that is aligned with the US labor market. The Bank Group's salary scale is published annually by the Vice President, Human Resources Services, at the time of the annual salary review.
- g. **Inter-continental Move** refers to a move from one continent to another, as determined by the Bank Group's Human Resources Service Center.
- h. **Intra-continental Move** refers to a move within the same continent, as determined by the Bank Group's Human Resources Service Center.
- i. **North America** refers to the U.S. and Canada.

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## 02. Eligibility

### Headquarters Assignments

2.01 A staff member relocating to headquarters following an Extended Assignment will be eligible only for the benefits specified in [Section 3 of this Rule](#).

### Extended Assignments

2.02 A staff member posted on Extended Assignment will be eligible for benefits under this policy as follows.

- a. Staff who are not citizens of the Host Duty Station country are eligible for all benefits specified in this Rule.
- b. Staff who are citizens of the Host Duty Station country and have resided outside of said duty station country for a period of at least 5 years immediately preceding the start of the Extended Assignment are eligible for all benefits as defined in this Rule.
- c. Staff who are citizens of the Host Duty Station country and have resided within said duty station country at any time during the 5 years immediately preceding the start of the Extended Assignment are eligible only for the benefits specified in [Section 3](#) of this Rule.

### Eligibility on Appointment, Change of Appointment or Reappointment Outside Headquarters

2.03 **Appointment.** A staff member appointed to a position subject to international recruitment in a duty station outside headquarters will be eligible for the benefits specified in this Rule on the same terms as a staff member posted on an Extended Assignment provided that the staff member has not resided in the duty station area at any time during the 12 months preceding the appointment. A staff member who has resided in the duty station area at any time within the 12 months preceding the appointment will not be eligible for benefits under [Section 3](#) of this Rule.

2.04 **Change of Appointment.** A staff member who changes from a Short Term Consultant or Short Term Temporary or Extended Term Consultant or Extended Term Temporary appointment to an Open-Ended or Term appointment in a position subject to international recruitment in a duty station outside headquarters will be eligible for all the benefits specified in this Rule, as defined, on the same terms as a staff member posted on Extended Assignment provided that the staff member has not resided in the duty station area for more than 12 months prior to the change in appointment. A staff member who has resided in the duty station area for more than 12 months prior to the appointment will not be eligible for benefits under [Section 3](#) of this Rule.

2.05 **Reappointment.** A staff member previously employed by the Bank Group under a Regular, Local Regular, Fixed Term, Open-Ended, Term, or Executive Director's Advisor appointment who is reappointed to a position subject to international recruitment in a duty station outside headquarters within 2 years of the effective date of termination of a previous appointment will be eligible for all the benefits specified in this Rule, as defined, provided that the staff member has not resided in the duty station area at any time during the 12 months preceding the appointment. A staff member who has resided in the duty station area at any time within the 12 months preceding the appointment will not be eligible for benefits under [Section 3](#) of this Rule.

2.06 **Commencement of Extended Assignment.** In cases of appointment, change in appointment or reappointment described in [paragraphs 2.03, 2.04, and 2.05](#), above, an Extended Assignment will be deemed to commence on the date of appointment, change of appointment or reappointment, as applicable.

### General Limitations

2.07 If staff members married to each other, or who are domestic partners are both assigned to the same duty station, only one staff member will be eligible for benefits under this Rule. The Bank Group will provide these benefits to whomever of the two the staff members elect. Such election will be irrevocable.

2.08 The Bank Group will not pay benefits under this Rule to the extent that they duplicate benefits provided by the staff member's previous employer, or the employer of the staff member's spouse or domestic partner or by any other Bank Group benefits program.

2.09 A staff member posted to a new duty station as part of external service-with-pay arrangement will be eligible for Extended Assignment benefits as defined in Staff Rule [5.02](#). A staff member posted to a new duty station as part of any of the other Bank Group special partnership staffing programs will be eligible for benefits under this

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Rule only as defined in his/her assignment agreement.

2.10 While on Extended Assignment, staff will adhere to the hours of work, and to the work, holiday, and leave schedules defined for the assignment duty station in accordance with Staff Rule [5.07](#). No compensation will be provided for holidays missed at headquarters during said Extended Assignment.

2.11 All benefits and allowances provided under this Rule will be paid in USD.

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### **03. Relocation and Transportation Benefits**

3.01 Staff members will be eligible for relocation & transportation benefits defined under Section 3 of this Rule when it is necessary for them to relocate to the assignment location.

#### **Pre-Assignment Visit**

3.02 The Bank Group will provide a staff member with the option of using pre-assignment benefits to facilitate a visit to a new assignment location, from his/her current duty station, prior to the commencement of the new assignment. The staff member and/or an eligible dependent must engage in pre-assignment travel in order to receive the corresponding pre-assignment benefits. The pre-assignment benefits are defined as follows:

- a. A lump-sum Pre-Assignment Travel Grant computed as follows:
  - i. For a staff member with no dependents, travelling alone on the pre-assignment trip, or relocating without his/her dependents: the cash value of an economy-class adult fare for the most direct and cost effective travel (as determined by the Travel Office) from Washington D.C. to the new assignment location, without regard to whether the actual trip will originate from Washington D.C.; or
  - ii. For a staff member relocating with dependents, one of whom will be participating in the pre-assignment visit: twice the cash value amount described in subsection (a)(i) of this paragraph.
- b. In lieu of the lump-sum Pre-Assignment Travel Grant, the staff member may opt to receive economy-class travel tickets as follows:
  - i. One ticket for a single staff member with no dependents, or for a staff member who is relocating without his/her dependents
  - ii. Two tickets for staff relocating with dependents
  - iii. Business-class or first-class tickets will not be provided under any circumstances for pre-assignment travel.
- c. A lump sum Pre-Assignment Subsistence Grant of \$2,350, per staff, to cover lodging, subsistence, and miscellaneous expenses related to the pre-assignment visit for all travelers.
- d. A staff member may not combine Pre-Assignment Benefits with any other benefits travel program.
- e. A staff member may combine his/her pre-assignment benefits with operational travel subject to the following:
  - i. The staff member must forfeit his/her Pre-Assignment Travel Grant or Ticket.
  - ii. The staff is eligible to receive a Pre-Assignment Travel Grant or Ticket for a dependent. However, business class tickets will not be provided for dependent travel.
  - iii. The staff is eligible to receive the Pre-Assignment Subsistence Grant. However, he/she may not claim payments under the operational travel policy for any periods during which he/she is engaged in pre-assignment visit activities.

#### **Relocation Travel**

3.03 The Bank Group will provide relocation travel to a staff member and immediate family members who are relocating to the new duty station, by the most direct and cost-effective route as follows.

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- a. Less-than-first-class air; or
- b. First class rail or bus where no air travel facilities are available for all or a portion of the relocation travel; or
- c. Payment for mileage for travel by private or rental automobile in accordance with [AMS 3.10](#).

3.04 When traveling by air, children aged 6 months or older will be eligible for a child's fare with a confirmed seat. Children less than 6 months old will be eligible for an infant fare with no seat. The fares will be determined in accordance with airline regulations. Children traveling by rail or bus will be provided with the most cost-effective fares available under the regulations of the carrier.

### **Relocation Grant**

3.05 The Bank Group will provide a lump-sum Relocation Grant to staff to assist with all the incidental expenses associated with relocation for staff and immediate family, at origin, in transit, and at destination. Said expenses will include, but are not limited to, miscellaneous travel and visa expenses, subsistence, lease and utility deposits, finders' fees for real estate agents, and 30 days of hotel lodgings or rental expenses at destination. The amount of the Relocation Grant will be \$12,000 for a staff member relocating without dependent children, and \$15,000 for a staff member relocating with at least one dependent child.

### **Shipment of Household Goods**

3.06 The Bank Group will provide for the surface shipment of a staff member's household goods to a new duty station as follows:

- a. **Excess Baggage Grant.** The staff member will receive a lump-sum **Excess Baggage Grant** of \$1,800.
- b. **Shipment of Household Goods.** Staff may elect one of the two following options for the surface shipment of household goods from a current duty station to a new duty station via the most direct and cost effective route and mode of transportation:
  - i. A 40 foot container, provided that the staff member:
    - a. has no personal property in storage at Bank Group expense
    - b. rents unfurnished housing at the Extended Assignment location
    - c. does not receive the Removal Grant described in paragraph [3.07](#), of this Rule
    - d. does not receive the Furniture & Equipment Grant described in paragraphs [5.05 and 5.06](#) of this Rule
  - ii. A 20 foot container, provided that the staff member does not receive a Removal Grant under paragraph [3.07](#) of this Rule.
- c. **Split Shipments.** Under exceptional circumstances, staff may ship two 20' containers in place of one 40' container, subject to all the limitations defined for the shipment of a 40 foot container in this Rule, and subject to the following:
  - i. The two 20' containers must have either the same destination or the same point of origin.
  - ii. The cost of the split shipment will be limited to the cost of shipping one 40' container via the most direct and cost effective route and mode of transportation from a current duty station to a new duty station. Excess costs must be born by the staff member.
- d. **Shipment of Automobile**
  - i. The Bank Group will provide surface shipment for a staff member's personal automobile from a current duty station to a new duty station via the most direct and cost effective route and mode of transportation. Within that cost limit, a staff member may ship an automobile from a third country to a new duty station.

- ii. The Bank Group will not ship an automobile to the U.S. unless it meets all U.S. specifications, including safety and emission standards.
- e. **Optional Transportation Grant.** The Bank Group will provide an optional transportation grant in the amount of \$4,500, in lieu of an automobile shipment. This grant will not be payable with respect to moves between Washington D.C. and other points in North America.
- f. **Storage in Transit.** For shipments of household goods, the Bank Group will provide up to a maximum 90 days of storage in transit. Staff will be responsible for covering the cost of any storage in transit in excess of 90 days.
- g. **Extended Storage.** The Bank Group will provide for the commercial storage of up to 7,000 lbs., net weight, of household goods, other than motor vehicles, for the duration of an Extended Assignment, and for 90 days thereafter, subject to the following:
  - i. The staff member does not ship a 40' container of household goods.
  - ii. The staff member does not receive the optional Removal Grant described in paragraph 3.07 of this Rule.
- h. **Insurance.** The Bank Group will provide for the insurance of household goods while in transit or in storage as follows:
  - i. full premium for \$200,000 of insurance coverage;
  - ii. half the premium for any additional insurance coverage.
- i. **Customs Charges.** The Bank Group will not pay any customs, import, export or related charges, which may be levied on the shipment of a staff member's household goods or automobile.
- j. The Bank Group will not arrange or pay for the transportation, shipment, storage, or insurance of pets, livestock or other animals, plants, firearms, ammunition, heavy machinery, watercraft, aircraft, or motor vehicles other than automobiles.

3.07 In lieu of all the benefits described in paragraph 3.06, above, the Bank Group will provide a cash lump-sum **Removal Grant** as follows:

- a. For Inter-Continental Moves, staff relocating with a family size of two or more may be eligible to receive \$17,000; staff relocating with a family size of one may be eligible to receive \$13,000.
- b. For Intra-Continental Moves, staff relocating with a family size of two or more may be eligible to receive \$15,000; staff relocating with a family size of one may receive \$11,000.

#### **Limitations to Section 3, Relocation & Transportation Benefits**

3.08 In lieu of the provisions of section 3 of this Rule, [Staff Rule 7.02](#) will apply if a staff member terminates Bank Group employment directly from an Extended Assignment.

3.09 Unless otherwise indicated in section 3, of this Rule, all relocation and transportation benefits must be used within 12 months of the change of duty station or they will be forfeited.

3.10 Staff members may ship files, documents or office accessories that are the property of the Bank Group via the Bank Group's mail, messenger, and shipping services at Bank Group expense, subject to the approval of the staff member's manager. The shipment of files, documents or office accessories that are the personal property of the staff member may be shipped with his/her household goods, subject to the applicable shipping entitlements and limitations. If the staff member elects to receive a Removal Grant in lieu of shipping benefits, said staff member must ship files, documents or office accessories that are his/her personal property at his/her own expense.

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#### **04. General Extended Assignment Benefits**

##### **Assignment Allowance**

4.01 The Bank Group will pay an **Assignment Allowance** to a staff member posted on an Extended Assignment

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as an unstructured benefit intended to cover any unanticipated expenses that are not already covered by other benefits. Such unanticipated expenses may include, but are not limited to, currency exchange rate fluctuations. The **Assignment Allowance** will equal 10% of net salary, paid in semimonthly installments via payroll over the period of eligibility.

#### **Family Assistance Allowance**

4.02 To assist with the impact that a change of duty station may have on a staff member's immediate family, the Bank Group will provide a **Family Assistance Allowance** to a staff member who has a spouse or a domestic partner or a dependent child, and is posted on an Extended Assignment.

- a. The Family Assistance Allowance equals 10% of the MRP of grade G prevailing at the time of payment for staff assigned to duty stations in Zone A countries and 12% of the MRP prevailing at the time of payment for staff assigned to duty stations in Zone B countries. Country Zones are defined in accordance with [Staff Rule 6.21](#).
- b. The Family Assistance Allowance will be paid in semimonthly installments via payroll over the period of eligibility. However, a staff member has the option to receive a lump-sum payment equal to 12 months of Family Assistance Allowance, in advance, at the start of the Extended Assignment, computed on the basis of the MRP of grade G prevailing at that time. Semimonthly installments starting with the 13th month of Extended Assignment will be paid thereafter.

#### **Medical Travel for Childbirth**

4.03 Staff members or their spouses / domestic partners may be eligible for medical travel for childbirth in accordance with [Staff Rule 6.07](#).

#### **Home Country Travel Benefits**

4.04 Staff members on Extended Assignment may be eligible to receive home country travel benefits for themselves and their eligible dependents in accordance with [Staff Rule 6.13](#).

#### **Education Benefits for Dependent Children**

4.05 Staff members on Extended Assignment may be eligible to receive education benefits for dependent children in accordance with [Staff Rule 6.14](#).

#### **Financial Assistance**

4.06 Staff members on Extended Assignment may be eligible for Settling-In Loans in accordance with [Staff Rule 6.18](#).

#### **Administrative Leave**

4.07 Staff members engaging in Extended Assignments may be eligible for administrative leave in accordance with [Staff Rule 6.06](#).

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### **05. Housing Benefits**

5.01 Housing Benefits will be paid to staff to assist in renting appropriate housing at the duty station while posted on Extended Assignment. Staff members will be responsible for locating and leasing their own housing subject to the security guidelines defined by the Bank Group's Corporate Security office for the duty station.

5.02 Staff will be expected to rent furnished accommodations wherever possible, provided they do not ship a 40' container of household goods or a split shipment of two 20' containers of household goods. In those locations where suitable and affordable furnished accommodations are not available, staff members may lease unfurnished accommodations subject to the approval of the head of the resource management team responsible for managing the staff member's housing benefits, or his/her designee.

5.03 Staff will be responsible for purchasing personal property insurance, at their own expense, to protect personal property at the assignment duty station while on Extended Assignment. The Bank Group will not be responsible for

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loss or damage to personal property of staff or their families

#### **Rental Allowance**

5.04 A rental expense sharing arrangement between the Bank Group and the staff member, as described below, will be effected 30 days after the staff member initiates his/her Extended Assignment at the duty station.

- a. The staff member will be required to make a rental contribution equal to the lower of the monthly rental obligation, or 15% of annual net salary, or 15% of the MRP of grade G.
- b. The Bank Group will pay the staff member a monthly rental allowance to cover rental expense exceeding 15% of salary or 15% of the MRP of grade G up to a defined rental ceiling established by the head of the resource management team responsible for managing the staff member's housing benefits, or his/her designee. The staff member will be responsible for any rent due in excess of the established rental ceiling.
- c. The staff member will not be eligible to receive rental allowance provided under this paragraph for any residence that he/she owns, or that he/she has contracted to own, or that is owned by any member of his/her family.
- d. At the discretion of the head of the resource management team responsible for managing the staff member's housing benefits, or his/her designee, rental allowance may be suspended after the staff member and all immediate family members have been absent from the duty station for a period of 60 days until the staff member or one or more members of his/her immediate family returns to the duty station. If while absent from the duty station it is determined that a staff member will not return, said benefits may be terminated when the staff member is notified of said determination.

#### **Furniture & Equipment (F&E) Grant**

5.05 A Staff member who rents unfurnished accommodations at the duty station may be eligible for F&E Grant that will be defined by the resource management team responsible for the staff member's housing benefits. Furniture & equipment purchased with the F&E Grant will become part of the staff member's personal property.

5.06 The F&E Grant will be paid in one lump-sum to staff upon arrival at the new duty station provided they rent unfurnished accommodations and provided they shipped a 20' container of household goods. Staff are not eligible for F&E Grant if they rent furnished accommodations at the duty station, or if they receive a Removal Grant, or if they ship a 40' container of household goods or a split shipment of two 20' containers of household goods.

#### **Utility Expense Subsidy**

5.07 Staff members will be responsible for covering their utility expenses, including electricity, gas, water, telephone, internet connection, generator fuel, installation costs and applicable taxes. The Bank Group will pay a Utility Expense Subsidy to reimburse staff for reasonable utility expenses that exceed the lower of 4% of net salary, or 4% of the MRP of grade G over a period of 12 months of Extended Assignment, upon presentation of proof of payment.

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### **06. Post Allowances**

6.01 Post allowances will be payable to eligible staff members only when circumstances and conditions at duty stations, as defined below, warrant their payment.

6.02 In cases of extended absence from the duty station, all benefits and allowances defined under section 6 of this Rule will be suspended from the 61st day of absence until the staff member or one or more members of his/her immediate family returns to the duty station. If while absent from the duty station it is determined that a staff member will not return, said benefits may be terminated when the staff member is notified of said determination.

#### **Hardship Differential**

6.03 To compensate for related inconveniences and expenses, the Bank Group will pay a Hardship Differential to staff assigned to locations where a significant amount of difficulty may be experienced due to general living conditions. The applicability of hardship differential at each duty station will be defined at the start of each calendar year, and may be subject to change, based on periodic hardship assessments conducted by the UN. Hardship Differential may be equal to 0, 8%, 15%, 20%, or 25% of the MRP of grade G, and will be paid in semimonthly installments via payroll over the period of eligibility.

#### **Fragile States Premium**

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6.04 The Bank Group will pay a Fragile States Premium as an incentive to staff who accept Extended Assignments to duty stations in countries designated by the Bank Group as Fragile States. This designation is based primarily on periodic country policy and institutional assessments conducted by the Bank Group, although other relevant circumstances and factors may be considered, as determined by the Vice President of Human Resources, or his/her designee, in consultation with the Vice President of Operations Policy and Country Services and the relevant regional Vice President, or their designees. The eligibility for Fragile States Premium at each duty station will be defined at the start of each fiscal year, and may be subject to change based on periodic assessments conducted by the Bank Group. The Fragile & Conflict Affected States Premium may be equal to 0, 10%, or 20% of the MRP of grade G, paid in semimonthly installments via payroll over the period of eligibility.

#### **Assignment Premium Bonus**

6.05 A staff member who completes an Extended Assignment after October 1, 2008 at a duty station designated by the Bank Group as a Fragile State at the time the staff member commences the Extended Assignment may be eligible to receive an Assignment Premium Bonus payable at the end of such Extended Assignment as follows:

- a. The Assignment Premium Bonus will be calculated at the rate of 15% of the MRP of grade G for each year of Extended Assignment completed in a Fragile State after October 1, 2008, prorated for partial years of assignment completed after that date.
- b. The Assignment Premium Bonus will be calculated based on the MRP of grade G prevailing at the time of payment.
- c. Disbursement of the Assignment Premium Bonus will be effected in lump-sum via payroll within 30 days following the end of the staff member's assignment at the Fragile State assignment location.
- d. The Assignment Premium Bonus will be payable at the end of the assignment irrespective of whether the location continues to be designated a Fragile State for the duration of the staff member's eligible period of assignment.
- e. The Vice President of Human Resources or his/her designee, may, with 60 days notice, eliminate or modify the Assignment Premium Bonus program prospectively for new Extended Assignments and/or extensions thereto commencing on or after the effective date of the elimination or modification.

#### **Hazard Pay**

6.06 The Bank Group will provide Hazard Pay to a staff member assigned to a duty station where the UN has determined that very hazardous conditions such as war or active hostilities prevail, to compensate for resulting inconveniences and assist with any related expenses incurred in taking extra precautions. The amount of Hazard Pay is defined periodically by the UN and is subject to change. This is paid by the World Bank Group in semimonthly installments via payroll over the period of eligibility.

#### **Rest & Recuperation (R&R) Benefits**

6.07 The Bank Group will provide R&R Benefits to staff assigned to duty stations with exceptionally difficult working environments as defined by the Vice President of Human Resources, or his/her designee, in consultation with the Vice President of Operations Policy and Country Services and the relevant regional Vice President, or their designees. R&R benefits will allow staff to leave the duty station periodically for rest and recuperation, and will accrue after a period of presence at the duty station lasting 42 to 90 calendar days. The frequency of R&R benefits will be defined by the Vice President of Human Resources, or his/her designee, in consultation with the Vice President of Operations Policy and Country Services and the relevant regional Vice President, or their designees.

6.08 Staff may accrue only one R&R benefit at a time. All accrued R&R benefits must be used before staff are eligible to accrue additional R&R benefits. At the discretion of the country manager / director, staff may be required to present proof of travel in order to qualify for subsequent R&R benefits. Accrued R&R benefits must be used before the end of the staff member's assignment at the duty station or they will be forfeited. R&R benefits may not be combined with operational travel or any other benefits travel program.

6.09 The R&R Benefit will consist of the following.

- a. 10 R&R leave days with pay to accommodate difficult travel that may involve extensive delays or indirect routing
- b. A lump-sum R&R Grant equal to the cash value of one adult roundtrip, full economy class fare from the duty station to Washington D.C as defined by the resource management team responsible for the duty station, in consultation with Bank Group's Travel Services Office.

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### **Cost of Living Allowance (COLA)**

6.10 The Bank Group will pay a **Cost of Living Allowance** to a staff member posted to a duty station where the cost of living is determined to be at least 5% higher than in Washington D.C. The purpose of COLA is to provide purchasing power parity with Washington DC at assignment locations. The cost of living index for each duty station will be defined and updated quarterly based on the results of a review and comparison of the cost of goods and services at the duty station and in Washington DC conducted by a third party consultant.

6.11 The amount of the cost of living allowance is determined taking into account the cost of living index applicable to the duty station, as well as a spendable income factor which is defined as 40% of the staff member's net salary. Said spendable income factor represents that portion of net salary typically used to purchase goods and services at the duty station. The Cost of Living Allowance is payable in semimonthly installments via payroll over the period of eligibility.

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