



## **G00049 ETT/ETC Summary of Benefits and Important Notes for CO Staff**

The following is a summary of benefits applicable to staff holding an extended-term consultant (ETC) or extended-term temporary (ETT) appointment in a country office, which includes ETCs hired as Junior Professional Associates (JPA). It 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 must 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 [F01603: Designation of Insurance Beneficiary for CO Staff and Retirees](#)

Refer to:

- [For Appointee—ETT/ETC Appointment](#)
- [MBP for Country Office 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**

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 that 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 working for the Bank Group 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 appointment.

## **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.

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

### **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.

### **Holidays**

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

### **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 ETTs are eligible to be paid for overtime work.

### **Hazard and Fragility Pay (HFP)**

Staff with ETC/ETT appointments in a country office may be eligible to receive HFP if s/he (a) is recruited/assigned to work in a location classified as FCS Location or a Hazardous FCS Location; and (b) is paid in the salary scale of the country office, subject to the specific provision of Staff Rule 6.28.

HFP is calculated based on a percentage (15%) of the grade GE midpoint of the country office salary scale. If the ETC or ETT is paid on the gross salary scale of the country office, the grade GE midpoint of the country office gross salary scale will be used.

### **Special Compensation Measures**

The World Bank Group Compensation and Benefits Center of Expertise (HRDCP) shall adopt special compensation measures in accordance with the WBG Procedure "Special Compensation Measures" resulting from sudden and severe change in the economic conditions in a country that leads to significant inflation and/or depreciation of the country office salary plan currency. Staff with ETC/ETT appointments in a country office may be eligible to receive Special Compensation Measures subject to Staff Rule 6.27 and its accompanying Procedure.

### **Credit Monitoring**

In response to global threats to personal privacy and security, and as a prudent cyber security measure, the 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 Benefit Plan (MBP)**

The Bank Group sponsors a comprehensive medical/dental insurance plan for staff and their dependents applicable to the country of appointment and surrounding region. Enrollment in the MBP is mandatory for staff, but optional for eligible family members; coverage is effective on the entry on duty date, provided enrollment is completed within 60 days of entry on duty or initial eligibility (for example, a new spouse must be enrolled within 60 days of a marriage). 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 during the month of November and the coverage is effective the following calendar year on January 1st.

Dependents eligible for MBP coverage are: a legal spouse or registered domestic partner (see below), a biological or legally adopted child, or a step-child (biological or legally adopted child of a legal spouse or registered domestic partner). Coverage for a child ends on the last day of the month of that the child turns age 26 unless the child is/was physically or mentally handicapped while meeting Bank Group dependency criteria (generally, age 26 or under, unmarried, and relying on you for principal support). Other dependents, such as grandchildren, nieces, nephews, siblings, or parent, are not eligible for MBP coverage.

Contributions to the MBP, shared by the Bank Group and the staff member, are deducted from each paycheck. ETC/ETT staff are not eligible to enroll in the Retiree MBP if they end Bank Group service at the end of their ETC/ETT appointment, and ETC/ETT service does not accrue to the requirements for Retiree MBP.

### **Termination Payment**

Upon termination of the ETC/ETT contract, the staff member will receive a payment of 15% of total salary payments per year and fraction thereof of continuous service as an ETC or ETT, excluding any period while on Leave Without Pay.

### **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.

### **Accidental Death and Dismemberment Insurance Coverage**

The Bank Group sponsors a Group Accident Insurance Plan, which provides coverage for ETC/ETT staff in the event of accidental death or dismemberment while eligible ETC/ETTs are on authorized official Bank Group travel away from their homes only. All eligible staff automatically receive coverage of three times net annual salary at no cost to the staff member subject to a minimum of US\$100,000 and a maximum of US\$250,000 during operational travel status only. 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 covered individual was part of the airplane crew. A benefit of three times net annual salary (maximum US\$100,000) would be payable as a result of an accidental death due to an aircraft accident during official travel only. A benefit of three times net annual salary (minimum US\$50,000, maximum US\$250,000) would be payable as a result of an accidental death due to an act of war (declared or undeclared war). If both the additional aircraft benefit and the additional war risk benefit apply, only the higher benefit amount 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. "Net annual salary" for the purposes of insurance benefits only is calculated by taking 75% of gross salary for those staff paid on a gross basis.

### **Workers' Compensation Insurance**

The Bank provides Worker's Compensation Insurance protection for individual ETC/ETT employed by the Bank Group with respect to injuries arising directly out of and in the course of their 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." See [Staff Rule 6.11](#).

### **Accompanying Baggage Insurance**

ETC/ETTs are also covered by insurance up to a maximum of \$4,000 against the loss of, or damage to, accompanying baggage during official travel. This insurance policy 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: [WRRG.WB@Willis.com](mailto:WRRG.WB@Willis.com) for additional information or to report a loss.

### **Disability Coverage**

Limited income replacement coverage for work related injuries and accidents only. Coverage provided as part of the Bank Group's Workers' Compensation program.

### **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 the resettlement of an ETC or ETT. See [Staff Rule 7.02, paragraph 2.04](#).

## **Domestic Partners**

The World Bank Group registers same-sex or opposite-sex domestic partnerships that meet the following criteria. Registered domestic partners (and their children) are eligible for coverage under the Medical Benefits Plan.

- 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 for 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.

## **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 (Alternative Work Schedule, Flextime, Job Share, Telecommuting, Home-based Work, Leave Without Pay) 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.