



Notes for Short Term Consultants (STC) and Short Term Temporaries (STT) Country Office Appointments

INTRODUCTION. These notes are for the guidance of STC/STT hired by the Bank Group (the term "Bank Group" refers to the World Bank, IFC, ICSID and M.I.G.A.). In the event of any discrepancy between the information contained in these notes and the terms and conditions of an appointment letter issued by the Bank Group Country Office, the terms and conditions of the letter, and any amendments to that letter, will prevail. Your UPI number is printed on the top right-hand corner of the signature page of your letter of appointment.

DEFINITION. A STC/STT appointment is a periodic appointment for up to a maximum of 150 days or 1,200 hours per fiscal year (inclusive of overtime for STT). Certain former WBG staff may have different limits to this. Reappointment of former staff is governed by [Staff Rule 4.01, Section 8](#).

CLOSE RELATIVES. The Bank Group's employment policies prohibit the simultaneous employment of close relatives (so-called Category I Relatives, which include mother, father, sister, half-sister, brother, half-brother, son, daughter, aunt, uncle, niece or nephew). The Bank Group's employment policies also place certain restrictions on employment of other close relatives (so-called Category II Relatives, more specifically defined in the SR 4.01, [Appointment](#), par. 5.03(b). The policy applies to all STC/STT who perform services for the Bank Group under a Bank Group appointment or as an employee of a firm/agency. Before accepting an assignment, STC/STTs are required to acquaint themselves with the restrictions on relatives' employment contained in SR 4.01, par. 5.03 and report to the Country Office any close relatives working for the Bank Group.

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 partners 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 IFC Manager, Recruitment, approves the assignment.

AVOIDING CONFLICT OF INTEREST. Neither STC/STT, nor any members of their immediate families, may be employed by member governments or other entities to work on Bank Group-financed projects during the period of Bank Group employment if the Bank Group financed project and the concurrent work involve the same country. In addition, for a period of two years after termination of such employment, STC/STT may not seek or accept work connected with projects or operations that were their direct concern or make use of material acquired during assignments, unless the prior consent of the Bank Group has been obtained.

FEES. STC fees may be established on either a daily or hourly (subject to a maximum of eight hours per day) basis. STC are not entitled to overtime pay. STT fees are established on an hourly basis. STT are eligible for overtime after working 40 hours per week and as approved by the hiring manager. The rate of overtime is one-and-one-half times the hourly rate.

PAYMENTS. STC/STT are paid for actual time worked. Time spent in official travel status performing Bank Group work, including authorized stopovers, counts as time worked. Saturdays, Sundays, and public holidays are paid for only if the STC/STT actually works on those days. This is applicable whether in Headquarters or in the Country Offices.

STC/STT should submit complete payment information on local bank account to the admin contact listed in the letter of appointment. After the start date the STC/STT may complete the payment request online at <http://strequest.worldbank.org>. Payments will be made directly to the bank account indicated by the STC/STT. Commercial bank charges in connection with such payments are the responsibility of the STC/STT, and will not be reimbursed by the Bank Group. Inquiries on payments should be directed to the admin contact.

SECURITY AND SAFETY. During your appointment you may draw on Bank Group security and safety resources and are obligated to follow related institutional policies. A summary of resources, requirements and best practices is available at <http://security> and in the [e-Learning Security Responsiveness course](#). Country-specific travel safety and security information is available on the [Country Clearance Advisory](#) site. Contact wbgsecurity@worldbank.org for more information. You may also refer to [Safety and Security Guidance for STCs/STTs](#).

CONTACT INFORMATION. The World Bank Group Emergency Contact System is used to contact a relative or friend in the event of an emergency. Please provide your contact information once you have received access to the WB systems by logging into [myHR Self-Service](#). If you do not have access to WB systems, please provide your Contact information (Address, Phone number & personal email address) to the respective hiring unit in HQ/Country Office.

TRAVEL ARRANGEMENTS. Travel arrangements are made by the hiring department in accordance with the World Bank Group's Administrative Manual Statement 3.00, "Operational Travel". UN laissez-passez are not issued to STC/STT. If helpful, GSDTZ's Passport and Visa Office can provide a UN Certificate. This Certificate is not for visa purposes, but only for identification to facilitate entry into some countries. STC/STTs do not enjoy diplomatic immunity.

TRAVEL, HOTEL AND SUBSISTENCE EXPENSES. Expenses are authorized by the hiring department in accordance with the World Bank Group's Administrative Manual Statement 3.10, "Operational Travel Expense Reimbursement". STC/STT should contact their hiring manager with any further questions about travel, hotel, or subsistence expenses.

ADVANCES. The Bank Group does **NOT** provide advances for hotel and subsistence costs. However, the hiring department can arrange for an advance of professional fees. This is facilitated by requesting an advance through the trip request, which will be adjusted against the next fee payable.

BANK PAID ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE (BPA). When STC/STT are on authorized official Bank Group travel away from their home, the insured amount is three times "net annual salary"¹ up to a maximum of US\$250,000 (minimum US\$50,000) under the Bank Paid Accidental Death and Dismemberment Insurance Policy, plus an additional three times net salary (maximum US\$100,000) for accidental death as a result of an aircraft accident during official travel. An additional benefit equal to three times net annual salary (maximum US\$250,000, minimum US\$50,000) coverage applies if STC/STT die or suffer a covered loss as a result of an act of war (declared or undeclared). If both the additional aircraft benefit and the additional act of war benefit are applicable to the loss, only the act of war benefit is paid.

BAGGAGE INSURANCE. If you are not reimbursed by the airline, a limited insurance policy for the loss of accompanying baggage during official travel is provided. This policy has loss limits and exclusions, and will not cover items such as lost cash, currency, passports, airline tickets, or

¹ "Net annual salary" for the purposes of this insurance benefit only is calculated based on actual Bank Group earnings for the 13-week period (annualized) immediately prior to a covered loss.

documents. Please contact the Bank Groups' Insurance Representative, Willis Relocation Risk Group (Susy Castellanos at 202-536-4438 or email: susy.castellanos@willis.com), for additional information on this insurance coverage.

WORKER'S COMPENSATION INSURANCE. A Worker's Compensation Insurance policy covers individual STC/STT employed by the Bank Group with respect to injuries directly arising 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...".

LIMITED MEDICAL COVERAGE OUTSIDE YOUR HOME COUNTRY. The Bank Group provides limited Medical Expense Insurance coverage for individual STC/STT with respect to expenses for emergency medical care or related to an accident while on authorized official travel status on World Bank Group business. Subject to certain conditions and limitations, 80% of covered charges in excess of a US\$150 deductible are reimbursed, up to a maximum benefit of US\$50,000. The US\$150 deductible and US\$50,000 maximum benefit apply to each accident or illness. Contact Disability@worldbank.org if you have additional questions or to file a claim.

DISABILITIES. If you require any special accommodation, please contact your hiring department's Human Resources Manager.

HEALTH. STC/STT are requested to obtain an International Certificate of Vaccination in their home country and to make sure that they have the inoculations necessary for the countries to which they will be traveling on Bank Group assignment(s). The Health Services Department's (HSD) Health Room is available to STC/STT in cases of emergency only. HSD will assist, if requested, by suggesting names of medical practitioners in the Washington area. The doctors in the Health Room cannot normally provide medicines or prescriptions to STC/STT.

IDENTIFICATION CARD. STC/STT must have a valid building pass, issued by the Security ID Office, to gain access to Bank Group premises for the duration of an assignment. Building passes must be requested in person.

ACCESS TO INFORMATION. STC/STTs are subject to [Staff Rule 2.01, Confidentiality of Personnel Information](#), which stipulates that access to salary 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.

MANDATORY ELEARNING COURSE. All STs are required to take the mandatory eLearning course, '[Overview of the WBG for ST staff](#)'. The course is a self-paced e-Learning module for Short Term Consultant/Temporary which will help with their on-boarding and orientation to the WBG and acquire the knowledge, skills, and behaviors to become an effective member of the WBG. It also provides information related to policies surrounding the ST appointment.