



G00055 Summary of Benefits Applicable to Open and Term Staff Appointed Locally in Country Offices

The following is a summary of the benefits applicable to open and term staff appointed locally in World Bank Group Country Offices. It is compiled from various governing sources such as the Staff Rules and the Staff Retirement Plan, which may be amended from time to time and which provisions are controlling in all cases. 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.

Domestic Partners

The World Bank Group registers same-sex and opposite-sex 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 full benefits and services as described above except Dependency Allowance.

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, Human Resource Operations approves the assignment.

Dependency (Tax Equivalency) Allowances

A tax equivalency allowance may be payable to eligible staff only if the country's tax code provides a benefit for taxpayers that have a dependent spouse and/or dependent children. Each Country Office has a different dependency allowance policy. Dependency allowances are not paid in many countries.

Tax Allowance

Staff members who are liable for the payment of national income taxes on the remuneration received from the Bank Group receive a tax allowance as determined by the Executive Directors.

Leave

Annual leave: 26 working days per year, increasing to 28 and 30 days per year after five and ten years' of annual leave respectively, accrued daily. Prior leave-accruing service generally applies towards the five and ten year service thresholds. Service as an extended term consultant or temporary does not apply towards the five and ten year service thresholds.

Sick Leave and Disability Insurance: 15 working days of sick leave per year, accrued daily. Sick leave and disability insurance provide income replacement if you become disabled while working at the Bank Group. In the event you are no longer able to work because of sickness or injury, you may receive a monthly benefit equal to 100 percent of your pay while using sick leave and 70 percent of your pay after your sick leave is exhausted. These benefits will be paid as long you remain disabled, and will discontinue on recovery, death, or attainment of age 62. The full cost of the disability program is paid by the Bank Group and enrollment in the program is automatic. Decisions regarding disability benefits and the duration of disability rest with our disability insurance administrator. Absences of 20 days or more must be reported by you, your leave coordinator or your manager to the Disability Administrator, the Reed Group, at 1-888650-7333 or worldbank@rgl.net.

Maternity/Adoption Leave: Up to 70 working days for childbirth and/or adoption for staff with two or more years of service. For staff with less than two years of service; full parental leave is granted, but if the staff member resigns prior to two years of service, the leave granted must be repaid on a prorated basis.

Paternity Leave: Up to 10 working days for childbirth or adoption where the staff member is not the primary caregiver.

Relocation Leave: Managers may authorize up to five working days of administrative leave to enable a staff member recruited from outside the duty station area to perform essential personal tasks associated with settling in the duty station area.

Overtime

Overtime is work performed in excess of the staff member's regular work week. Annual, sick, and emergency leave and official holidays are counted as time worked in computing

the work week required before overtime payment is made. Staff members holding positions at levels GA through GD only are eligible for overtime work.

Staff Retirement Plan (SRP) Including Transfer Rights from Other Organizations

The World Bank Staff Retirement Plan is mandatory for all open and term staff members. Restoration provisions exist for individuals who previously received benefits from the World Bank Staff Retirement Plan.

The World Bank Group currently has pension transfer agreements with some international organizations. In order to protect any possible transfer rights, you should not withdraw funds from the pension plan of your previous employer prior to contacting the Pension Administration Unit at 1pension@worldbank.org or (202) 458-2977 to seek clarification and further information. Please contact the Pension Administration Unit as soon as possible, as elections are time sensitive.

Transfer of Pension Credits from the United Nations Joint Staff Pension Fund (UNJSPF), the International Monetary Fund's Staff Retirement Plan (IMF's SRP) or the InterAmerican Development Bank's Staff Retirement Plan (IDB's Plan): If you have pension credits in the UNJSPF, the IMF's SRP or IDB's Plan, you may be eligible to transfer your pension credits to the World Bank Group's Plan. If you are interested in exploring the possibility of a pension transfer, please contact the Pension Administration Division for further information as soon as possible. If you satisfy eligibility requirements, election to transfer must be submitted in writing to the Pension Benefits Administration Committee of the World Bank Group within a short period of time after you join the Bank: 180 days for a transfer from IMF's SRP, or 6 months for a transfer from UNJSPF or IDB's Plan.

Medical Benefits Plan (MBP)

The Bank Group sponsors a comprehensive medical/dental insurance plan for staff members and their dependents applicable to the country of appointment and surrounding region. Contributions to the MBP, shared by the Bank Group and the staff member, are deducted from each paycheck. 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 24 or under, unmarried, and relying on you for principal support). Other

dependents, such as grandchildren, nieces, nephews, siblings, or parents, are not eligible for MBP coverage.

Retiree Medical Benefits Plan (RMBP)

The Bank Group provides health care coverage (comprehensive medical, dental and prescription drug benefits) at retirement. To qualify for coverage, staff must have at least five years of pensionable service and their age plus pensionable service must equal 60 or more. Staff contributions are based on a cost sharing arrangement, with a subsidy from the Bank Group earned for each year of pensionable service and reduced for each year that RMBP coverage begins prior to age 67. The earliest age at which RMBP coverage can begin is age 50.

Life Insurance

The Bank Group sponsors a life insurance plan. All eligible staff members automatically receive Bank-paid basic coverage of 100 percent of annual net salary at no cost to the staff member. Coverage is reduced after age 67. An additional 200 percent of annual net salary will be provided through the Staff Retirement Plan at no cost to the staff member. Additional, optional coverage of up to 500 percent of annual salary, at the staff member's expense, is offered to all eligible staff. Total coverage (Bank-paid plus optional) cannot exceed 800 percent of annual net salary. Optional life insurance enrollment is effective upon completion of enrollment, provided enrollment is completed within 60 days of entry on duty. If a staff member delays enrollment for more than 60 days after entry on duty, evidence of good health must be furnished at the staff member's expense to the insurance company, who may not accept the application if the health of the applicant is not satisfactory. Coverage is effective only after the insurance company approves the application. Coverage is reduced after age 67.

Staff may increase their Optional Group Life insurance following a life event (birth or legal adoption, marriage, divorce, death of dependent) by one times annual net salary coverage (subject to the maximum of optional coverage of five times annual net salary) without providing evidence of good health to the insurance company, provided the application for the increase in coverage is made within 60 days of the life event.

Dependent life insurance is also available at the staff member's expense. A standard option provides 25% net annual salary coverage for a spouse/registered domestic partner, and 5% net annual salary for each eligible dependent child between the age of 4 and 25. If a staff member delays enrollment for more than 60 days after entry on duty or the initial dependency event (marriage, birth or legal adoption), evidence of good health for each dependent must be furnished at the staff member's expense to the insurance company, which may not accept the application if the health of the applicant is not satisfactory. Coverage is effective after the insurance company approves the application.

Accident Insurance Plan

The Bank Group sponsors a Group Accident Insurance Plan, which provides coverage for staff in the event of accidental death or dismemberment. All eligible staff members automatically receive coverage of three times net annual salary at no cost to the staff

member. 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. Benefit is payable as a result of an accidental death due to an aircraft accident during official travel only. Benefit is payable as a result of an accidental death due to an act of war (declared or undeclared war). 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 members paid on a gross basis.

Staff may also purchase optional AD&D Insurance of three times net annual salary, in addition to the Bank-provided three times net annual salary.

Financial Assistance

The Bank Group offers several loan programs to staff, including settling-in, education, general and housing. Each loan has different eligibility requirements, loan terms and interest rates. Repayment is made through payroll deduction and cannot exceed the duration of the appointment.

An eligible staff member who was relocated at Bank Group expense to the duty station area on appointment, or who has lived there for less than 60 calendar days prior to appointment, may apply for the settling-in loan within six months of appointment, for an amount not exceeding four months' net salary to assist with settling-in expenses.

Credit Monitoring and Identity Protection Services

The World Bank Group provides a voluntary credit monitoring and identity protection benefit at no cost to eligible staff through a third-party service provider.

If you wish to enroll and take advantage of this service, you can login to myHR Self-Service by accessing the Benefits & Flexwork menu, and then by clicking on the appropriate link that is provided under Identity Protection. Country Office staff who have a U.S. SSN can enroll in the U.S. coverage, otherwise you are eligible for the international coverage. If you have any questions on the coverage or need assistance on completing your enrollment, please call CSID members service at +44-20-38-68-76-86 (GEO UK) or toll-free UK +44-80-00-86-91-70.

We remind you that this is a voluntary benefit that requires you to provide personal identifiable information to the external vendor and enter into a contractual relationship with them. If you are not comfortable with this, and prefer not to enroll, you do not have to take any action. Please, bear in mind that by enrolling in the service you will enter into a contractual relationship with the external vendor and will be bound by their terms and conditions, including for dispute resolution.