

*This text is provided for information and guidance only. It is not legally binding. Nothing in this document overrides the appropriate provisions of the NATO Civilian Personnel Regulations, or applicable Directives, Agreements etc.*

### **NATO Terms and Conditions of Employment**

NATO international civilian staff are employed in accordance with the NATO Civilian Personnel Regulations (NCPR), which have been formulated with reference to international law.

### **Employment Contracts**

Definite duration appointments are between one and three years duration.

### **For JFTC Posts:**

Normally a three-year definite duration after which a further contract of indefinite duration may be offered.

### **Basic Salary**

There is a separate salary scale for Poland. Provided that performance is satisfactory, increments are awarded after 12, 18 or 24 months of service. Salaries are reviewed annually and adjusted normally on 1 January. The basic salary is exempt from taxation and is paid monthly. Starting salaries are normally at step one. The basic salary is included in the vacancy notice for each post.

### **Allowances**

A number of allowances may be payable in accordance with the NATO Civilian Personnel Regulations. Eligibility will be determined on a case-by-case basis at the time of appointment. The main allowances are:

- **Expatriation Allowance** is payable to staff members who, at the time of their appointment, are not nationals of the host country and who have not been continuously resident in the host country for one year or more. It amounts to 10% of basic salary during the first five years of service. This allowance is always calculated on the first step in the grade irrespective of any subsequent increase in basic salary by movement up the incremental scale. In year six through ten, the allowance should be reduced by two percentage points per year to reach zero in year ten.
- **Basic Family Allowance** amounting to 851.47 PLN per month is payable when the staff member and his/her spouse have established a family unit, i.e. the wife must reside with the staff member at the duty station, and the income of the spouse must be below a certain threshold.
- **Dependent Children's Supplement** is a fixed monthly amount 851.47 PLN per month per child and is payable to staff members for each child under 18 years of age who is mainly and permanently maintained by a staff member or their household. In addition, it is also payable for children between 18 and 22 years of age who are enrolled in full-time education and who are dependent on the staff member. Staff members in receipt of the expatriation allowance are also eligible for an additional fixed monthly amount, 238.96 PLN (however this cannot be paid concurrently with education allowance).
- **Supplement for disabled or severely disabled child** is a fixed monthly amount of 851.47 PLN per month per disabled child. It shall be paid to any staff member with a dependent child who is disabled or severely disabled within the meaning of the NCPR, whatever the age of the child.
- **Supplement for disabled and dependent parent**, subject to approval, on provision of appropriate justification.

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- **Education Allowance** may be payable to staff entitled to expatriation allowance whose dependent children are in full-time education. The amount reimbursed to the staff member is a percentage of educational costs. Reimbursement is normally up to 70% of educational costs paid by the staff member. In exceptional cases some items may be reimbursed at 90%.
- **Installation Allowance** is payable to staff whose actual and habitual residence at the time of their appointment by NATO for an appointment for at least one year, or of their transfer for at least one year to a different duty station is more than 100 km away from their assigned duty station and who can prove and confirm by submitting the appropriate documentation that they have in fact moved their residence in order to take up duty, are eligible for the installation allowance.
- **Payment of Travel and Removal Expenses** Travel expenses are paid to the place of duty for staff members whose permanent residence is more than 100 km away. Staff who are entitled to the installation allowance are also entitled, within certain limits, to the removal of their household goods and personal effects. The cost of removals shall be reimbursed by the staff member if he/she resigns within one year or fails to complete the probationary period satisfactorily.

#### **Annual Leave**

The annual leave entitlement is 30 days. In addition, expatriated staff receive eight days home leave for the first home leave cycle (after two years of work) and three days for the second (after four years of work). After the completion of 6 years' service and thereafter only the travel costs both ways are reimbursable. Members of staff eligible for home leave are entitled to reimbursement of travel expenses to their official home country for themselves and recognised dependents.

Work in excess of the normal working week is considered overtime. B grade staff are entitled to receive compensatory leave for overtime or in some cases payment in lieu of untaken compensatory leave. A and L grade staff will be required to work irregular / extended working hours, but they are not, as a general rule, entitled to compensation for overtime.

#### **Medical/Life Insurance**

Participation in the method of insurance is compulsory for all members of staff. In Poland, the staff contribute only to a NATO group insurance. Coverage includes: life insurance; temporary incapacity; permanent invalidity; as well as medical insurance for the staff member and his/her family.

#### **Pension**

All new staff members join the NATO Defined Contribution Pension Scheme (DCPS). Staff contribute 8% of their basic salary and NATO contributes a further 12% of basic salary each month. These contributions are invested in a pension fund. On retirement, the staff member will use the funds in his/her pension account to purchase a pension from a pension's provider.

#### **Other Benefits**

Non-Polish staff and those not ordinarily resident in Poland may be granted certain privileges. Staff also have access to sports and welfare facilities.