

The following are important notes and a summary of the benefits applicable to ETC/ETT appointments at Headquarters, Washington, DC. The information is compiled from various governing sources such as the Staff Rules, which may be amended from time to time, and which provisions are controlling in all cases. All issues regarding benefits will 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 and GEF.

Effective Appointment Date. If you are currently a Short Term Consultant or Short Term Temporary (STC/STT), your ETC/ETT appointment cannot commence until ALL three requirements below have been met:

- 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;
- you sign and return the acceptance paragraph of the offer of appointment to the Human Resources Service Center, Room G2-132 (MSN G2-202);
- you complete and return the enclosed forms and a copy of your passport and visa/work permit, if applicable, to the Human Resources Service Center, Room G2-132 (MSN G2-202).

Appointments cannot be made retroactively. We cannot initiate payroll action until you have followed these mandatory steps. It is very important that you coordinate closely with your hiring department to ensure that the above steps are completed.

General Information. Detailed information, including a comprehensive Q&A summary on ETC/ETT appointments, may be found at <http://appointments>.

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. The 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 to HRSSC (Bank and MIGA appointments) or CHARS (IFC appointments) any close relatives working for the Bank Group.

Security Clearance. Security clearances can sometimes take up to three months. You will automatically receive an email once you have been cleared. Please do not contact the Security Office to request the status. The Bank Group receives the final clearance notification.

Orientation. The Bank Group holds an Orientation program for newly appointed ETC/ETT staff. This mandatory program is held twice monthly, and you are required to attend one of these sessions during the first month of your appointment. You may review the scheduled dates at <http://orientation>. To register, please send an email to orientation@worldbank.org. The four-day (fourth day is optional) session objectives are to:

- explain the mission and history of the Bank Group;
- inform new staff of the Bank Group's practices so they understand the Bank Group's expectations of them;
- build appreciation for the Bank Group's diverse community;
- understand the benefits programs that are applicable to your appointment.

Administrative Procedures. Your hiring department's Resource Management Assistant will coordinate requests for a Lotus Notes account and access to Bank Group systems such as TRS, LARS and SAP.

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

Overtime. Overtime is work performed in excess of your regular work week beginning on Sunday and ending on Saturday. Personal leave and official holidays are counted as time worked in computing the work week required before overtime payment is made. Only ETT appointments are eligible to be paid for overtime work.

Termination Payment. Upon termination of your ETC/ETT appointment, you will receive a payment of 15% of final salary for each year and fraction of a year of ETC/ETT service. Medical Insurance Plan (MIP). The Bank Group sponsors a comprehensive medical/dental insurance plan for staff members and their eligible dependents. Using an Aetna affiliated in-network provider maximizes your benefits. Enrollment is optional; coverage is effective on the entry on duty date, provided enrollment is completed within 31 days of entry on duty. The Bank Group provides automatic default MIP Option B coverage for you effective from entry on duty date, unless enrollment is otherwise waived. If you delay enrollment in the MIP for dependents for more than 31 days after entry on duty, or initially waive coverage for yourself, evidence of good health satisfactory to the insurance company may be required for enrollment. Contributions, shared by you and the Bank Group, are deducted from each salary payment. ETC/ETT staff are not eligible to enroll in the Retiree MIP when their ETC/ETT appointment ends, and ETC/ETT service does not accrue as service towards eligibility for Retiree MIP. Detailed MIP information may be found at <http://mip>.

Life Insurance Plan. The Bank Group sponsors a Group Term Life Insurance Plan. You automatically receive Bank-paid basic coverage of one times annual net salary at no cost. (If you are paid a gross salary, the net salary is calculated as 75% of the gross salary.) The contractual beneficiary is the spouse, if living, or you may designate an alternate beneficiary at any time.

You are not eligible to participate in the Bank Group's Optional Group Term Life insurance program.

Accidental Death and Dismemberment Insurance Coverage. The Bank Group sponsors a Group Accident Insurance Plan providing coverage for you in the event of accidental death or dismemberment while on authorized official Bank Group travel away from your home. You automatically receive coverage of three times net annual salary, at no cost to you, subject to a minimum of \$50,000 and a maximum of \$250,000. 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 you were part of the airplane crew. An additional benefit of three times net annual salary (maximum \$100,000) is payable as a result of a covered accidental death due to an aircraft accident. An additional benefit of three times net annual salary (minimum \$50,000, maximum \$250,000) is payable as a result of a covered accidental death due to an act of war (declared or undeclared). If both the additional aircraft benefit and the additional war risk benefit apply, only the war risk benefit 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. If you are paid on a gross basis, "net annual salary" for purposes of this insurance benefit, is calculated by taking 75% of your gross annual salary.

Worker's Compensation Insurance. The Bank Group provides Worker's Compensation Insurance protection for you for injuries arising directly out of and in the course of your 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..." Refer to Staff Rule 6.11 for more information.

Accompanying Baggage Insurance. You are also covered by Accompanying Baggage Insurance up to a maximum of \$4,000 against the loss of, or damage to, accompanying baggage during official travel. This insurance 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 for additional information or to report a loss.

Relocation Benefits on Appointment. Relocation benefits are provided at the discretion of the hiring manager, who may pay up to a maximum of \$5,000 for the relocation of an ETC or ETT.

U.S. Visas. Bank Group employees, including interns, must have or obtain an appropriate visa and/or work authorization before undertaking any assignment for the Bank Group in the U.S. Obtaining visas or authorizations can take time; therefore, staff are advised to start the process immediately upon receipt of their appointment letter, if required. Valid work authorization includes any of the following:

- U.S. citizenship;
- U.S. Permanent Resident status ("green card");
- G-4 visa requested by the Bank Group Visa Office through a U.S. Consulate/Embassy outside the U.S. (see <http://usembassy.state.gov> for a directory and procedures). There is no fee for a G-4 visa. The form to request an official request from the Bank Group's HR Visa Office is attached to this summary (RNGO Submittal Form). After the HR Visa

Office sends an official request, the applicant travels, along with a copy of his/her appointment letter, to the U.S. Embassy/Consulate at his/her expense to obtain the G-4 visa;

- F-1 (student) visa under curricular practical training (CPT) or optional practical training (OPT). Work authorization must be received via endorsement from the designated school official (DSO) on your immigration Form I-20. You may also have an Employment Authorization Card (work permit) issued by the U.S. CIS (Citizenship & Immigration Services, formerly "INS"). An F-1 visa without this work authorization is not sufficient;
- J-1 (exchange visitor) visa with a letter from the J-1 sponsor authorizing the Bank Group assignment. A J-1 visa without the authorizing letter is not sufficient;
- U.S. Asylum or U.S. Refugee status;
- Pending U.S. permanent resident status with valid Employment Authorization Card (valid work permit for open employment required);
- Dependent A visa with valid work permit

Examples of visas which do not authorize work in the U.S. for the Bank Group are H-1B (temporary worker) and B1/B2 (visitor/tourist). A person in the U.S. on the Visa Waiver Program is not authorized to work in the U.S., and cannot obtain a G-4 visa from within the U.S.

G4 Spouse and Dependent Employment. G4 dependents may apply through the Bank Group Human Resources Service Center to the U.S. State Department and the U.S. Citizenship and Immigration Services (CIS) for a work permit that authorizes work in the U.S. while in G4 status. The Work Authorization process takes up to four months (and occasionally longer) due to mandatory security checks in place since September 11, 2001. The delay occurs as the U.S. government processes the application; the Bank Group has no influence or control over the process or the delay. Most types of jobs, in particular professional positions, are eligible.

Work Life Services. The Bank Group has several services to support staff and their families during and after appointment. Among these services are the Work Life Services and the World Bank Family Network (WBFN) that provide assistance to staff, spouses and domestic partners. Once available, the Human Resources Service Center will provide the names of spouses registered domestic partners to these units. In addition, the Bank Group offers briefing sessions for spouses and domestic partners. These sessions provide information of critical importance to families, particularly for those new to the U.S. Your spouse/domestic partner is strongly encouraged to attend one of these sessions. You will receive an email invitation providing session details after your family information for eligible dependents has been registered. Detailed information may be found at <http://worklife>.

Taxes – U.S. Nationals Only. All U.S. nationals, including those U.S. nationals who are also nationals of another country, are paid on a gross basis and are subject to taxation on their Bank Group income, regardless of their place of residence. Bank Group gross income will be reported to the IRS on a Form W2, and that amount must be reported as wages on your state and federal income tax returns. As an employee of an international organization, you are also responsible for self-employment taxes (in lieu of FICA and Medicare withholding) on the portion of your gross income that relates to your services within the U.S. for the Bank Group. Your W2 will also provide the amount of your self-employment income, which should be reported on Schedule SE and attached to your Form 1040. The Bank Group does not withhold taxes from salary payments, and a tax allowance is not payable on your gross salary. Therefore, you will be responsible for payment from your own funds of quarterly estimated tax to state and federal authorities. For U.S.

income tax reporting purposes, you must notify the Tax Service Desk of any change of address. For general questions regarding taxes, please contact the Tax Service Desk, Accounting Department (email: tsection@worldbank.org, telephone: 202-458-4191).

Disabilities. If ETC/ETT staff require any special accommodations, the Human Resources Manager should be contacted.

Domestic Partners. The Bank Group registers 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 eligible children) are eligible for coverage under the MIP. Domestic partnership applications must be approved by the Human Resources Service Center.

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 your resettlement.

Identification Card. You 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 your appointment. Building passes must be requested in person.

Access to Personal Information. Staff Rule 2.01 stipulates that access to personal information (including salary and benefits) is automatically granted to spouses or registered domestic partners. You may block such access, enable access for any other individual, or revoke access that you have previously granted via Form 2298 (attached). You will also be able to control access via the [HRKiosk](#).