



# Conditions of employment for staff in the General Service category



International Maritime Organization

[www.imo.org](http://www.imo.org)

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## Conditions of employment for contracts of at least one year's duration – General Service staff

*The following text is intended to clarify the conditions of employment being offered to you. You will find more detailed information in the Staff Regulations and Staff Rules.*

### 1. Duration of appointment (STAFF RULE 104.3(a))

You would normally be offered, unless otherwise specified in the letter of appointment, an ongoing appointment, which may last until retirement, subject to an initial probationary period. This appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

### 2. Medical examination

IMO's offer of appointment is subject to a satisfactory outcome of a medical examination to be carried out by the IMO Medical Adviser. We will send you a confirmation of our offer once you have been medically cleared.

### 3. Annual salary

Staff salaries in the United Nations system are expressed in gross and net terms. The difference between the two is the staff assessment. Staff assessment is an internal United Nations form of "taxation", and is equivalent to taxes on salaries applicable in most countries.

### 4. Health insurance

Staff members are automatically enrolled in a health insurance scheme which covers you world-wide. Staff member's eligible family may also be affiliated to the scheme. The premiums are partly subsidised by IMO.

### 5. Annual Leave (RULE 105.1)

Under normal circumstances you will be entitled to six weeks annual leave per calendar year.

### 6. Resignation

In the event of resignation, 30 days written notice shall be given by staff members. The Secretary-General may, however, accept resignations on shorter notice. A staff member whose appointment is to be terminated shall be given not less than 30 days written notice of such termination.

### 7. Allowances

#### a) Dependency allowance (RULE 103.9)

You are entitled to an allowance for each dependent child. To qualify as a dependant, a child must be under the age of 18, or, if in full-time attendance at a school or university, under the age of 21.

#### b) Language allowance (RULE 103.6)

You will receive a language allowance if you can demonstrate competence in two official United Nations languages. This is done by passing an examination administered by the Organization.

#### c) Special education grant for disabled children (STAFF RULE 103.8 (k))

A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country.

## 8. Pension Fund (STAFF REGULATION 6.1)

IMO staff members with appointments of 6 months or longer participate in the United Nations Joint Staff Pension Fund. A contribution of 7.9% of their pensionable salary is deducted from their salary on a monthly basis. The Organization contributes 15.8% of the pensionable salary. Once staff members have completed five years of contributory service in the Pension Fund, they become vested in the Fund; that is, they become entitled to a pension, upon reaching the mandatory retirement age of 65 or upon early retirement at the age of 58. Staff members who leave the Organization before completing five years of contributory service to the Fund may recover the amounts they have contributed to the Fund. Full details on Pension Fund can be accessed on their website which is [www.unjspf.org](http://www.unjspf.org).

## 9. National Insurance

IMO would pay 50 per cent of the employee's initial contribution to the National Insurance scheme for staff who are obliged by the law of the UK to contribute to that scheme and who are participants in the United Nations Joint Staff Pension Fund. The payment by the IMO of 50 per cent of initial employee's contribution is regarded as a benefit by the HM Revenue and Customs and staff members will be required to pay N.I. contribution on that amount.

## 10. Hours of work

Normal working hours shall be from 9 a.m. to 5.30 p.m. Monday through Friday, with an interruption of one hour for lunch.



## Benefits of group medical, hospital and dental plan

(For further detail regarding this plan, see internet address [www.vanbreda-international.com](http://www.vanbreda-international.com))

*By virtue of the contract being offered, you and your family members (spouse and one or more children who are not married and are not working, up to the end of the calendar year in which they reach the age of 25) will be covered by a group medical, hospital and dental plan which offers the following benefits:*

### Outpatient treatment

Expenses involved in respect of medical treatment prescribed by doctors qualified to treat patients are reimbursed at 80%.

### Inpatient hospitalization

If you or your family members covered by this plan have to be hospitalized, the costs of inpatient hospital services are reimbursed at a rate of 100% (excluding doctors' fees) and include:

- bed and board;
- general nursing services;

- use of operating rooms and equipment;
- use of recovery rooms and equipment;
- x-ray examinations;
- drugs and medicine for use in the hospital.

Reimbursement of hospital accommodation (bed and board) expenses will be subject to a daily room rate cap of £550 per day in the U.K.

## Benefits of group medical, hospital and dental plan (Continued)

### Treatments subject to limitations

Some treatments reimbursed under this plan are subject to limitations as indicated below:

#### Dental treatment

Dental treatment is reimbursed at the rate of 80% up to a maximum sum of £575 per calendar year per beneficiary. The cost of dento-facial orthopaedics is covered for 4 years provided that treatment is started before the patient's fifteenth birthday.

#### Outpatient mental health

Outpatient mental health treatment must be provided by a psychiatrist, a licensed psychoanalyst, a licensed psychologist or a licensed psychiatric social worker in order to be reimbursed at the rate of 80% of fees and up to a maximum of £650 per member per calendar year.

#### Hearing aids

The costs of hearing aids are reimbursable to beneficiaries with one year or more of coverage, at the rate of 80% with a maximum of £300 per apparatus, including the related examination, and a maximum of one apparatus per ear in any period of three years.

#### Optical lenses

The costs of optical lenses are reimbursable to beneficiaries with one year or more of coverage. These are reimbursed at the rate of 80%, including contact lenses, disposable lenses with a maximum of £30 per lens and a maximum of two lenses in any two-year period. Fees for examination of the eyes for glasses are not reimbursed.

#### Radiological treatment

Radiological treatment is reimbursable at the rate of 80%, provided the patient was referred to the specialist by the attending physician.

### Treatment for alcohol and drug abuse

Treatment for alcohol and drug abuse includes inpatient treatment for detoxification and rehabilitation at a facility certified for such treatment, subject to the prior approval of Vanbreda, and is normally limited to 30 days in a calendar year. The costs of outpatient counselling for diagnosis and treatment are reimbursable at the rate of 50% and to a maximum reimbursement of £650 for no more than 50 visits per insured person per calendar year.

#### Testing for the HIV virus

The cost of two blood tests per year.

### Major medical coverage

As a complement to the reimbursements provided for above, the beneficiaries will be reimbursed 80% of that portion of covered medical expenses which they have borne themselves after a deduction of £120 per calendar year per insured person, with a maximum of £350 per family.

### Second surgical opinion

Prior to undergoing surgery, insured persons are recommended to obtain a second surgical opinion. The cost of a second opinion rendered by a qualified physician in connection with a surgical procedure will be reimbursed at 100%. The second opinion must be provided by a physician not associated or in practice with the physician who originally recommended or proposed to perform the surgery. If the second opinion does not agree with the first, a third opinion may be sought and will also be reimbursed at 100%.