



WORLD TRADE ORGANIZATION  
ORGANISATION MONDIALE DU COMMERCE  
ORGANIZACIÓN MUNDIAL DEL COMERCIO

## WTO Compensation Package

In this page a brief overview is provided of the main components of the WTO compensation package. Full details of the WTO conditions of employment will be provided to new staff upon recruitment.

### CONDITIONS OF EMPLOYMENT FOR WTO STAFF

#### Net Salary:

WTO salaries are generally exempt from income tax<sup>1</sup>. The salary level for each advertised position is indicated in the respective vacancy notice. From this amount, mandatory deductions are made for the participation in the WTO pension plan for the staff member and health insurance (see below). Based on their performance, WTO employees may receive an annual salary increment until the maximum salary in grade is reached. The WTO salary scale is adjusted annually based on salary movements in other comparable international organizations.

#### WTO Pension Plan:

The WTO Pension Plan provides the following benefits: retirement benefits, early retirement benefits, deferred retirement benefits, withdrawal settlement, disability benefits, surviving spouse's benefit, child's benefit and secondary dependant's benefit .

Every member of staff of the WTO becomes a participant in the Plan upon taking up a contract for six months or longer, or upon completing six months of service without an interruption of more than 30 days, whichever is the earlier. Participation in the Pension Plan is mandatory. The contribution of the participant and of the WTO corresponds to 7.5% and 15%, respectively, of the participant's pensionable remuneration.

Participants who leave the WTO before completion of five years of contributory service are entitled to a lump-sum withdrawal settlement, the basis of which is 10 per cent of the final average pensionable remuneration for each year of service.

After completion of at least five years of service with the WTO, participants are eligible for a deferred retirement benefit, early retirement benefit or normal retirement benefit depending on their age upon separation.

The age of retirement is currently set at 62 years of age, with early retirement possible from the age of 57. Participants with at least five years of contributory service who separate from the WTO before the normal age of retirement may opt for a deferred retirement benefit.

#### WTO Health Insurance Scheme:

The Health Insurance scheme provides staff and their dependants with coverage for medical and hospital expenses. Normally, staff members and their eligible dependants will be enrolled in the scheme on a cost-sharing basis with the WTO. Participation in the health insurance scheme is obligatory for all staff members and optional for eligible dependants of WTO staff.

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<sup>1</sup> Most member states have granted WTO staff exemption from national income taxation on their WTO emoluments. In cases where Member States do tax the emoluments of their nationals, the WTO will reimburse the income tax to the staff member.

**WTO Life Insurance Scheme (optional):**

Staff members have the possibility of enrolling, at their own expense, in a group life insurance scheme with several levels of coverage.

**Dependency Allowances:**

WTO employees are eligible to receive dependency benefits for a dependent spouse not working or earning a yearly salary under a certain threshold, which is currently set at CHF 58,971, and for children under the age of 21 for whom the staff member provides main and continuing financial support. Staff members will only receive the allowance for dependent children between the ages of 18 and 21 who are in full-time<sup>2</sup> attendance at a school, university or similar educational institution. Staff members may also be eligible to receive a secondary dependant allowance for a parent or sibling under certain circumstances.

**Separation Grant:**

Upon separation from the WTO, employees may be entitled to a separation grant, the amount of which depends on the recruitment status (local or international), whether or not the staff member has a recognized primary dependant and the number of years of service with the WTO.

**Leave provisions:**

The WTO provides its staff with an attractive leave plan which includes the following types of leave:

- ◆ 30 days annual leave per year, in addition to the nine official holidays of the WTO.
- ◆ 16 week Maternity leave, 4 week paternity leave.
- ◆ Adoption leave.
- ◆ Emergency leave.
- ◆ Under certain circumstances, special leave.

**Work/Life Balance at the WTO:**

Working in the WTO Secretariat is often demanding and performance levels of staff are generally high. However, the WTO is also conscious of the need for a good work/life balance and as such offers a range of options to ensure that staff can reach a good balance between their work life and private life. These options, which are subject to the agreement of the respective line-manager, include flexible working hours, telecommuting and part-time work. The latter offers staff the possibility of working part-time in order to help staff improve their work/life balance, in particular in cases where it helps staff to cope with family arrangements, but also under other circumstances. Staff may request to work part-time (80% or 50%) either for a period of up to 12 months, after which they may return to full-time work, or for an indefinite period of time.

**WTO Staff Learning and Career Development**

In line with the WTO learning and training strategy, the WTO is committed to the development of its human resources in order to achieve its mandate and to continuously adapt to new challenges in a changing environment. Staff may benefit from specific competency enhancement to improve their current effectiveness in a particular job, to prepare them for new tasks or for a change of function. Learning needs are examined at individual, department and organization level, so that the result benefits both the staff and the organization.

**ADDITIONAL FINANCIAL COMPENSATION AND BENEFITS APPLICABLE TO INTERNATIONALLY RECRUITED STAFF**

Staff members who are resident outside a radius of 75 km from the Pont du Mont-Blanc in Geneva at the time of recruitment are considered as internationally recruited and may be entitled to some or all of the below benefits<sup>3</sup>.

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<sup>2</sup> At least 20 hours per week.

<sup>3</sup> Staff members of Swiss nationality are not eligible to receive an education grant or to home leave as the offices of the WTO are located in the home country of the staff member.

Disclaimer: Whilst we endeavour to ensure that the information provided above is correct, we do not warrant its completeness or accuracy; nor do we commit to ensuring that the said information remains available or kept up-to-date. The Organization does not assume any legal liability in this regard.

**Travel and removal expenses on appointment and separation:**

The WTO usually meets the costs of travel from the place of recruitment to the duty station in the case of new staff members who have been internationally recruited and for their eligible dependants. The costs of shipping or storing and insuring household goods are usually also covered.

**Installation Grant:**

Internationally recruited staff appointed for at least one year may receive an installation grant upon arrival covering initial settling-in expenses. The amount is calculated based on thirty days of subsistence allowance at the daily rate for the staff member and half the daily rate for each eligible family member for whom travel expenses have been paid. In the cases where a staff member leaves the WTO before completing one year of service before, the grant is reduced proportionally.

**Education Grant:**

Internationally recruited staff may be entitled to an education grant in respect of each child who is in full-time attendance at a recognized school or university. The grant covers up to 75% of the allowable educational and certain related fees up to a maximum amount, which varies depending on the country in which the child attends school or University. The grant is payable from the scholastic year in which the child reaches five years of age but does not cover attendance at kindergarten or nursery school. The grant is paid until the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is earlier. The grant is normally not paid beyond the scholastic year in which the child reaches the age of 25.

**Rental Subsidy:**

Newly appointed internationally recruited staff members may be eligible for rental subsidy for the first seven years of employment with the WTO. The subsidy covers a portion of the staff members rent between a threshold amount and the actual rent paid, up to a maximum reasonable rent amount.

The threshold amount and reasonable maximum rent vary depending on the salary level and the family situation of the staff member. During the first five years of employment, 80% of the difference between the threshold amount and the rent may be reimbursed to the staff member. After the fourth year, the percentage is decreased to 60% and subsequently to 40% and 20% respectively in the sixth and seventh year.

**Home Leave:**

Internationally recruited staff whose recognized home is not situated in Switzerland are entitled to home leave every two years, the purpose of which is to permit staff to spend a certain period of annual leave in the home country with a view of maintaining contact with it. Travel expenses in respect of the staff member, spouse and eligible dependent children will be covered by the organization. Staff may also opt for a lump-sum equal to 80% of the full fare economy class return air fare to the staff member's recognized home country for the staff member and his/her eligible dependants.