



# THE LUTHERAN WORLD FEDERATION

A COMMUNION OF CHURCHES – EINE KIRCHENGEMEINSCHAFT – UNA COMUNIÓN DE IGLESIAS – UNE COMMUNION D'ÉGLISES

LUTHERISCHER WELTBUND – FEDERACIÓN LUTERANA MUNDIAL – FÉDÉRATION LUTHÉRIENNE MONDIALE

*General Secretariat / Office for Personnel*

## **Brief Summary of Employment Conditions for Executive Staff at LWF Geneva Secretariat**

### **Salary and Grades**

The LWF salary scale has 15 grades and 15 steps. Positions of similar responsibility and requiring equivalent qualifications and/or relevant experience are classified in the same grade. All new staff members start at step 1.

### **Swiss Income Tax and Social Security**

LWF staff are subject to payment of Swiss income tax and social security.

### **Pension Fund**

Normally, LWF staff are enrolled in the LWF Pension Fund during the period of employment. The LWF contribution is 13 % and the employee's 3,22 %, based on the annual base salary. There are certain restrictions concerning the withdrawal of savings capital for staff leaving the LWF prior to legal retirement age to settle in an EFTA or EU country.

### **Working Hours and Vacation**

The normal work week shall consist of a minimum of 37.5 hours. There is no compensation for overtime. Staff members are entitled to an annual leave of 24 working days.

### **Paid Home Travel**

At the end of each three-year period of service, the LWF shall provide round-trip economy travel for non-resident staff and eligible accompanying dependents from Geneva to the place of residence. The entitlement to paid home travel is subject to a continuation of the staff member's employment for at least one year beyond the date when s/he is eligible for paid home travel. The time of absence is counted as regular vacation days.

### **Education Assistance and Educational Facilities**

The Swiss public school system is free of charge and of a very good standard. If attending private school, the staff member's natural or legally adopted unmarried children up to the age of 22 are eligible to receive education assistance. The LWF shall assume 75 % of the cost for tuition, room and board, according to the assistance limit.

### **Housing and Vehicles**

The LWF shall not provide housing or vehicles. However, assistance will be given in finding accommodation for newly appointed non-resident staff.

### **Health Insurance**

Health insurance is obligatory in Switzerland. The staff member shall be responsible for insurance premiums.

### **Accident Insurance**

The LWF shall provide accident insurance for the staff member during the period of service. Family members will need to contract their own accident insurance.

Further details are outlined in the *LWF Geneva Secretariat Personnel Regulations*.