



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 LWF International Field Staff

Salary and Grades

The LWF salary scale for field staff has 6 grades and 40 steps. The grade is determined based on the position and its responsibilities, while the step is determined based on educational background and experience. The remuneration system consists of a base salary and a country differential index. An emergency program allowance is applied periodically in certain countries.

Housing and Travel

The LWF shall provide free furnished accommodation of a modest but comfortable standard at the place of assignment. The LWF shall cover costs for travel and transportation of personal belongings for staff members at the beginning and the end of assignment, and, where applicable, for any accompanying dependants.

Paid Home Travel

At the end of each one-year (single posting) or two-year period (family posting), the LWF shall provide round-trip economy travel for the staff member and eligible accompanying dependents (family posting) from the place of assignment to the place of residence.

Rest and Relaxation (R&R)

The LWF applies R&R policies in situations of conflict, war and high stress work environments as well as in extremely remote areas.

Education Assistance

Staff members' natural or legally adopted unmarried children up to the age of 22 are eligible for education assistance and related travel benefits.

Working Hours and Annual Leave

Work schedules, office hours and official holidays shall be determined by the LWF representative, taking into account local conditions and practices. 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.

Insurance Provisions

The LWF shall provide health, accident, life, disability and liability insurance for the staff member during the period of service for. Family members accompanying the employee to the country of assignment shall benefit from health, accident and liability coverage.

All premiums for the aforementioned insurance shall be paid by the LWF, with the exception of an employee contribution to the group health insurance policy.

Pension Fund

LWF international field staff shall be enrolled in the LWF Pension Fund during the period of employment. The LWF contribution is 14.07% and the employee's 2.15%, based on 150% of the annual base salary. There are certain restrictions concerning withdrawal of savings capital for staff leaving the LWF prior to legal retirement age to settle in an EFTA or EU country.

Further details are outlined in the *LWF International Field Staff Personnel Regulations*.