

Globethics Head Office Regulations for Employed Staff

Approved by the Globethics Association on 1 April 2008.

Revisions approved by the Globethics Board of Foundation on 1 September 2010, 1 November 2015, 30 October 2016 and August 2023

0. Introduction

- 0.1** The following regulations are applicable for Employed staff of Globethics Head Office. Employed Staff is defined as someone who has a limited or unlimited contract with Globethics, is remunerated and is paid social charges. Separate regulations exist for Mandate Holders, Interns, Volunteers, Senior Associates, Advisors and Board members.
- 0.2** Consultants, Mandate Holders, Senior Associates, Interns and Volunteers are not covered by these Staff Regulations, but in the “Globethics Regulations for Non-Employed Staff”.
- 0.3** The Swiss national laws and laws of the Canton of Geneva are binding where nothing else is mentioned.

1. Conditions of Employment

1.1 Appointment and Assignment

- 1.1.1** A vacancy notice shall be issued for all vacant posts except when there is an urgent need to fill a post or an internal candidate is available.
- 1.1.2** The Executive Director appoints staff and ends contracts of Staff. The Board of Foundation elects the Executive Director and the members of the management team. The President of the Board signs and ends the contract of the Executive Director and the members of the management team.
- 1.1.3** The contract can be limited in time or unlimited, with a three month probation period and a three month notice period if nothing else is agreed.

1.2 Classification of Posts

The Globethics Salary Scale is used as a guideline for the classification of posts. It is decided by the Management Team and confirmed/adapted annually before the end of a calendar year for the following year, respecting Art. 2.1.1.

1.3 Working Hours

- 1.3.1 Working Hours:** Members of staff working hours are 41 hours per week. The normal compulsory presence time is 9am to 4pm. Before and after these times there is some flexibility with regard to when staff members arrive and leave but this needs the general approval of their superior.
- 1.3.2 Duty travel:** A staff member who is on duty travel shall be entitled to one day's rest period for every six days of consecutive duty travel. A duty travel of less than six days, but which includes a full weekend away, shall also qualify for two day's compensation for the weekend.

1.4 Annual Leave and Holidays

- 1.4.1 Annual leave** is authorised leave of absence with pay. Annual leave may be taken subject to the requirements of Globethics and on the authorisation of the staff member's immediate supervisor. The maximum earned leave carried forward to the next year should not exceed 15 days and has to be taken within 9 months of the year carried forward. At least 10 days of annual leave must be taken consecutively each year.
- 1.4.2 Annual leave:** employed staff have 4 weeks (20 days) annual leave per year to include at least two consecutive weeks (normally during July and/or August). Staff over the age of 55 years has an additional week (5 days) per year. Programme Executives, members of the Management Team and the Executive Director have an additional week (5 days) of compensation for overtime (work beyond regular working hours, evenings, weekends). The annual leave allowances for staff working part-time are calculated on a pro-rata basis.
- 1.4.3 Official holidays:** the following days are official holidays in the Canton of Geneva and are added to annual leave: 1 January, Good Friday, Easter Monday, Ascension Day, Pentecost (Whit) Monday, 1 August, Jeûne Genevois (Thursday following first Sunday in September), 25 December, 31 December.
- 1.4.4 Work on weekends:** if staff members work on weekends (conferences, travel, Boards etc.) is compensated 1:1. This must be approved by his/her immediate supervisor prior to the weekend work if it shall be compensated.
- 1.4.5 Maternity Leave:** As stipulated by the Geneva Cantonal authorities, is 16 weeks.
- 1.4.6 Closure of the Ecumenical Centre at the end of the year:** the building is normally closed for general cleaning and maintenance from 24 December to 1 January inclusive. The working days during this period are not deducted from annual leave and are remunerated.
- 1.4.7 Procedure for requesting leave:** each employee discusses his/her proposed leave dates with his/her supervisor. When an agreement has been reached, the employee fills out the leave form and has it approved by his/her supervisor. Once the leave is approved, the original signed form is submitted to the Administration and Human Resources Manager for filing and recording. It is the responsibility of each employee to keep a record of their annual leave, compensation days and sick leave.

1.5 Obligations

- 1.5.1 Each staff member** is required to work in the best interest of and based on the values of Globethics.
- 1.5.2 Each staff member** is required a) to read and be familiar with the Globethics Basic Documents; b) to sign annually the Conflicts of Interest Declaration; c) to sign the Globethics Code of Ethics as part of the job contract.
- 1.5.3 No member of staff or his/her family** shall use the property of Globethics, its premises, its electronic equipment, its name or its emblem for private purposes unless specifically authorised by the Executive Director.

1.5.4 A member of staff wishing to engage in remunerated professional activities outside of Globethics must consult with the Executive Director. Honoraria e.g. for lectures, speeches, sermons, articles and other media appearances concerning the work of Globethics belonging to Globethics, if working time has been used in the preparation and/or execution of such work.

1.6 Ending of Service

1.6.1 Notice: a staff member may end his/her service by submitting his/her written resignation to the Executive Director respecting the relevant notice periods. By mutual agreement the two parties may shorten or waive the required notice period.

1.6.2 Work Certificate: All staff members have the right to a reference / work certificate and this shall be issued no later than 30 days after the end of employment.

2. Financial Conditions

2.1 Salaries, inflation and increase

2.1.1 The Globethics annual Salary Scale is used as a guideline for the initial salary.

2.1.2 The Board decides each year if inflation is compensated or not in the following year. If it is compensated, the change will be applied as of January of the following year.

2.1.3 There is no automatic salary increase. Potential increases, if any, depend on the financial situation of Globethics; changes of responsibilities of a position and individual performance.

2.2 Allowances

2.2.1 Children allowance: a staff member shall receive a children's allowance for each dependent child (CHF 170 for the first and CHF 130 for the following children). A dependent child shall be construed to mean a child for whom the staff member is legally responsible under Geneva Cantonal legislation. The allowance shall be paid for each dependent child up to the age of 18 and beyond to a maximum age of 25 providing full-time education beyond secondary level is undertaken.

2.2.2 This allowance shall be paid independently from and in addition to the allowance paid by the State. Children's allowance is paid pro-rata based on the working percentage of the staff (e.g. a staff member working at 60% would receive 60% of CHF170 for the first child and so on). In the event of a legal separation, divorce or a similar legal situation, the total of the children's allowances shall not exceed the amount the member of staff has to pay for their maintenance.

2.2.3 If the spouse of the staff member receives a children's allowance from another employer in addition to the state allowance (which ever canton or country), then the Globethics allowance shall not be paid.

2.3 Expenses and Reimbursement

Expenses and reimbursement are regulated in a separate document, Rules on Expenses and Reimbursement for Staff.

2.4 Education, Relocation and Removal Expenses

Globethics does not provide subsidies for educational expenses, payment for relocation or removal expenses. In special circumstances, individual solutions can be considered.

2.5 Staff Development

Staff may request or be requested to undertake further training or study leave. Globethics can contribute up to 50 per cent of the costs of the training if it has a direct link to the work of the staff. All staff training or further studies are decided by the management team on a case by case basis and with reference to the financial situation of the organisation.

3. Social Security

3.1 Pension Fund

Globethics' staff is by law all in the same pension fund. For Globethics it is the Patrimonia Foundation in Geneva. The Executive Director and one staff member (appointed by the staff) represent Globethics at the pension fund. An eventual change of the pension fund to another fund has to be decided by the Board of Foundation.

3.2 Social Security

The social security is regulated according to Swiss law.