

This information is provided for guidance only. It is not legally binding. Nothing in this document overrides the appropriate provisions of the NATO Civilian Personnel Regulations, or applicable Directives, SOPs, Agreements etc.

NATO Terms and Conditions of Employment

NATO international civilian staff are employed in accordance with the NATO Civilian Personnel Regulations (NCPRs), which have been formulated with reference to international law.

Employment Contracts

Initial appointments are between one and three years duration.

For JWC posts:

Normally, a three year definite duration contract after which a further contract of indefinite duration may be offered.

For NCI Agency posts:

Normally definite duration contracts as set out in the vacancy notice.

For NEC CCIS SSC posts:

A definite duration contract of between 1 and 3 years due to the time-limited nature of this organisation.

Basic Salary

There is a separate salary scale for Norway. Provided that performance warrants it, increments are awarded after 12, 18 or 24 months of service. Salaries are reviewed annually and adjusted normally on 1 January. The basic salary is exempt from taxation and is paid monthly. Starting salaries are normally at step one. The basic salary is included in the vacancy notice for each post.

Allowances

A number of allowances may be payable in accordance with the NATO Civilian Personnel Regulations. Eligibility will be determined by the Civilian Personnel Office. The main allowances are:

- **Expatriation Allowance** is payable to staff members who, at the time of their appointment, are not nationals of the host country and who have not been continuously resident in the host country for one year or more. The rate of this allowance is 10% of the first step of the grade. Beginning in the 6th year, the allowance will be reduced by 2% per year through year 10, when the allowance will reach zero.

- **Household Allowance** is payable to staff members who are married or who have dependent children. It amounts to 6% of the basic salary.

- **Dependent Children's Allowance** is a fixed monthly amount and is payable to staff members for each child under 18 years of age who is mainly and permanently maintained by a staff member or their household. In addition, it is also payable for children between 18 and 24 years of age who are fully enrolled in school and who are dependent on the staff member. Staff members in receipt of the expatriation allowance are also eligible for an additional fixed monthly amount (however this cannot be paid concurrently with education allowance).

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- **Education Allowance** may be payable to staff entitled to expatriation allowance whose dependent children are in full-time education. The amount reimbursed to the staff member is a percentage of educational costs. Reimbursement is normally up to 70% of educational costs paid by the staff member. In exceptional cases some items may be reimbursed at 90%.

- **Rent Allowance** meets a proportion of the cost of renting accommodation where the rent paid exceeds 25% of the staff member's basic salary. After 2 years the amount of rent allowance reduces and it stops completely after 3 years. Only B grades are eligible to claim rent allowance.

- **Installation Allowance** is payable to staff whose established residence was more than 100 km from the place of employment at the time when they accepted employment and who move their established residence in order to take up employment. It amounts to one month's basic salary. Staff entitled to household allowance may, in addition, receive a second payment of between 15 days' and one month's basic salary provided their family has established residence with them. Half of the total installation allowance received must be reimbursed if a staff member leaves on his/her own accord within the first two years of appointment.

- **Payment of Travel and Removal Expenses** Travel expenses are paid to the place of duty for staff members whose permanent residence is more than 100 km away. Staff who are entitled to the installation allowance are also entitled, within certain limits, to the removal of their household goods and personal effects. The cost of removals shall be reimbursed by the staff member if he/she resigns within one year or fails to complete the probationary period satisfactorily.

Annual Leave

The annual leave entitlement is 30 days. In addition, new expatriated staff will receive 8 days of home leave after two years; 3 days of home leave on completion of the second two-year cycle; which then reduces to 0 in the third and subsequent two-year cycles. Members of staff eligible for home leave are entitled to reimbursement of travel expenses to their official home country for themselves and recognised dependents.

Working hours

15 May - 14 September: 07.30-15.00

15 September - 14 May: 07.30-15.45

Work in excess of the normal working week is considered overtime. B grade staff are entitled to receive compensatory leave for overtime or in some cases payment in lieu of untaken compensatory leave. A and L grade staff are not, as a general rule, entitled to compensation for overtime.

Medical/Life Insurance

Participation in the method of insurance is compulsory for all members of staff. In Norway, the staff contribute to the health part of the Norwegian Social Security system and also to a complementary group insurance. Coverage includes: life insurance; temporary incapacity; permanent invalidity; as well as medical insurance for the staff member and his/her family.

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Pension

All new staff members join the NATO Defined Contribution Pension Scheme (DCPS). Staff contribute 8% of their basic salary and NATO contributes a further 12% of basic salary each month. These contributions are invested in a pension fund. On retirement, the staff member will use the funds in his/her pension account to purchase a pension from a pensions provider.

Other Benefits

Non-Norwegian staff and those not ordinarily resident in Norway may be granted certain privileges. Staff also have access to excellent sports and welfare facilities.