

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

Normally, a three year definite duration contract is offered on appointment. On successful completion of this appointment a further contract may be offered.

Emoluments

Emoluments paid to members of the staff consist of basic salary and allowances/supplements. NATO emoluments are exempt from taxation. In Norway, emoluments are expressed in Norwegian Kroner (NOK). Salaries and allowances/supplements are paid monthly.

Basic Salary

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

Allowances/Supplements

A number of allowances/supplements may be payable in accordance with the NCPRs. Eligibility will be determined by Civilian HR. The main allowances/supplements are:

- **Expatriation Allowance** is payable to staff members who, at the time of their appointment, are not nationals of the host country; have not been continuously resident in the host country for one year or more; were recruited internationally and from a distance of more than 100km from the duty station. The rate of this allowance is 10% of basic salary. Beginning in the 6th year, the allowance will be reduced by 2% per year through year 10, when the allowance will cease to be paid.
- **Basic Family Allowance (BFA)** is payable to staff whose spouse is living with them at the duty station and where the spouse has a low overall income. The allowance is a fixed monthly amount. The amount is double for expatriates. The allowance is paid for up to 5 years for staff not eligible to the expatriation allowance. It is reduced after 5 years for expatriates by one fifth each year through year 10, when the allowance will cease to be paid. There is no reduction, however, in the case of expatriates who take up duties from a different geographical zone (i.e. outside of Europe and the Middle East) as long as they do not hold a nationality of a country in the European and Middle East geographical zone.
- **Dependent Children Supplement** 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 his/her family unit. In addition, it is also payable for dependent children between 18 and 22 years of age who are receiving a full-time education. Expatriates are also eligible for an additional fixed monthly amount called Expatriated Child Allowance (however this cannot be paid concurrently with education allowance).
- **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

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paid exceeds 25% of the staff member's basic salary. The monthly rate of the allowance is equal to 2 salary step increments. 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 actual and habitual residence was more than 100 km from the place of employment at the time when they accepted employment and who move their residence in order to take up employment. The amount is a lump sum, based on one month's basic salary, subject to certain ceilings.

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 from the duty station. 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

Staff are entitled to 30 days of paid annual leave.

Home Leave

Expatriates are entitled to 8 days of home leave plus travel time after two years of service. After completion of 4 years of service, home leave is reduced to 3 days and after 6 years' service no home leave days are granted. 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

Normal working hours are 07:30-15:30, Monday to Friday. However to meet service requirements, it might be necessary to work hours in excess of the normal working week, including some weekends. A-grade staff are not, as a general rule, entitled to compensation for overtime. B-grade staff are entitled to receive compensatory leave for overtime or in some cases payment in lieu of untaken compensatory leave.

Medical/Life Insurance

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

NATO Defined Contribution Pension Scheme

Staff contribute 8% of their basic salary and NATO contributes a further 12% each month. These contributions are invested in a pension fund. On retirement, the staff member may choose to receive any portion of the value of their account in cash. The remaining value can be used 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.