

## Working with us

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## **1. TYPES OF CONTRACTS COVERED BY STAFF REGULATIONS AND CEOS**

The working and contractual conditions of BEREC Office staff are based on the Staff Regulations (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). The Agency is staffed mainly by Temporary Agents and Contract Agents, recruited through open selection procedures. In addition, the Agency also makes use of Seconded National Experts (SNEs).

### **1.1. Temporary Agents**

In accordance with Article 8 CEOS, Temporary Agents are engaged for a fixed period which may be renewed for another period or an indefinite period. If the contract is renewed for a fixed period, any further renewal will be for an indefinite period. The usual duration of the initial contract is 3 years.

Temporary Agent posts are classified according to the nature and importance of the duties required:

Administrators' function group (AD): comprises twelve grades from AD 5 to AD 16 corresponding to technical, administrative, advisory, linguistic and scientific duties. Depending on the background and expertise required for the post, recruitment grades are usually between AD 5 and AD 8. Higher grades are used for specific profiles, mostly for management positions.

Assistants' function group (AST): comprises eleven grades from AST 1 to AST 11 corresponding to executive, technical and clerical duties.

Temporary Agents are required to serve a probationary period of nine months.<sup>1</sup>

### **1.2. Contract Agents**

The duration of contracts for Contract Agents varies according to the needs of the Agency. Most Contract Agents receive a first contract for a duration of 3 years. The contract may be renewed in accordance with Article 85 of the CEOS.

Contract Agent posts are classified in four function groups corresponding to the duties and responsibilities involved:

Function group IV: comprises six grades corresponding to administrative, advisory, linguistic and equivalent technical tasks

Function group III: comprises five grades corresponding to executive tasks, drafting, accountancy and other equivalent technical tasks

Function group II: comprises four grades corresponding to clerical and secretarial tasks, office management and other equivalent tasks

Function group I: comprises three grades corresponding to manual and administrative support service tasks

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<sup>1</sup> The conditions of employment for Temporary Agents are described in the Staff Regulations and in the Conditions of Employment of other Servants of the European Union in Title II (Articles 8–56)

Special provisions for Contract Agents Function Group IV Concerning Contract Renewals for an indefinite period:

For those BEREC Office staff members who will be employed as Contract Agents in Function Group IV please be informed that in accordance with Article 85(3) of the Conditions of Employment of Other Servants of the European Union (CEOS), Contract Agents in Function Group IV shall, before renewal of a contract for an indefinite period may be offered, be required to demonstrate the ability to work in a third language (at B2 level) among those referred to in 55(1) of the Treaty on European Union. BEREC Office provides access to training for those staff members who require it.

### **1.3. Seconded National Experts**

Seconded national experts (SNEs) are staff employed by national, regional or local public administrations or public intergovernmental organisations (IGO) who are seconded to the Agency under the rules applicable to such experts. They have a dual role: to bring their experience to the Agency and to transfer the knowledge acquired during their secondment at BEREC Office to their home administration.

Secondment is not equivalent to Agency employment, nor does it lead to employment by the Agency. Seconded National Experts shall remain in the service of their employer throughout the period of secondment. During such time they will remain subject to the social security legislation applicable to their employer, who will assume responsibility for permissible expenses incurred abroad. Seconded National Experts are entitled to a daily and monthly subsistence allowance, paid by the Agency, during the period of secondment.

The maximum period of secondment is three years. The place of secondment is Riga.

## **2. OTHER CONTRACTS**

The Agency sometimes uses recruitment agencies for the short-term placement of interim staff as well as a number of intra muros specialists primarily in the field of IT, logistics, clerical and technical support through a number of service or framework contracts.

### **2.1. Trainees**

In 2016 the BEREC Office introduced a Traineeship Programme. Traineeships are intended to offer the possibility to gain experience in the work of the European Union in general and in the work of the BEREC Office in particular. The BEREC Office aims to benefit from the input of the specific skills of enthusiastic trainees, who will contribute to the enhancement of its daily work. Admission to the traineeship programme does not give trainees the status of staff of the European Union, and does not confer on trainees the statutes of officials or other servants of the European Union nor does it entail any right or priority with regard to an appointment in the service of BEREC Office. Trainees can apply to BEREC Office selection procedures at the same conditions of any other candidate.

Trainees are entitled to a monthly grant, updated every year, amounting to 25% of a basic monthly salary of a temporary agent in grade AD5, step 4. More information are published on the BEREC Office website under the “Traineeships” section.

## **2.2. Interim Staff**

The Agency may use interim staff for short periods of time to cover for staffing needs arising from one or more of the following reasons:

Replacement of staff on maternity leave, parental leave, leave on personal grounds or extended sick absence,

Additional staff to cover for increased workload during peak periods of the year,

Staff with specific competencies needed for short-term tasks (limited period) and which are not already available at the Agency.

Interim assignments have an initial maximum duration of up to 6 months.

## **2.3. External Service providers**

The Agency may make use of external service providers, for example in the field of IT, logistics, clerical and technical support, through a number of service or framework contracts.

## **3. TALENT MANAGEMENT**

In order to effectively contribute to the Agency mission, the Agency aims to continuously develop the professional skills of its employees and consequently at improving their overall performance. For this purpose, the Agency provides a variety of training activities of both a general and technical nature. This includes management, soft skills, finance, IT training and specific and up-to-date technical training for the staff working in the technical areas.

Temporary and Contract Agents at the Agency are subject to an annual performance appraisal. At the start of the reporting period, objectives are agreed between the line manager and the jobholder which establish the expected achievements of the jobholder. The purpose of the appraisal system is to assess the performance during a certain time period against the related annual objectives of the jobholder. The annual evaluation encourages jobholders to develop their potential and to consider possible career advancement. A reclassification policy is applied on an annual basis and guarantees performance-based career advancement in the function group.

## **4. ALLOWANCES AND BENEFITS**

In addition to the basic salary as shown in Annex I and II, Temporary Agents and Contract Agents may receive various allowances depending on their personal circumstances. The final salary is calculated by adding the relevant allowances and by deducting social security contributions and other taxes.

Each grade is divided into seniority steps with corresponding salary increases. Staff are granted automatically an additional seniority step every two years. The remuneration of the officials and other servants of the European Union shall be adapted every year, taking into account the economic and social policy of the Union. To offset the higher or lower cost of living in Riga compared with Brussels, the remuneration is weighted by applying a coefficient.

The current correction coefficient for Latvia is 74.9 (as of 01.07.2017).

The main benefits, deductions and contributions are summarized below. This information is indicative as entitlements are determined upon recruitment, and only once the relevant supporting documents are provided.

#### **4.1. Expatriation or foreign residence allowance**

- **Expatriation allowance**

Staff fulfilling conditions as detailed in Article 4 of Annex VII of the SR are granted an expatriation allowance.

The allowance is equal to 16% of the total amount of the basic salary plus household allowance and dependent child allowance to which the Agent may be entitled. The expatriation allowance shall be not less than 546.95 € per month<sup>2</sup>

- **Foreign residence allowance**

Staff who do not fulfil the conditions for the expatriation allowance above may still qualify for a foreign residence allowance, equal to one quarter of the expatriation allowance<sup>3</sup>.

#### **4.2. Family allowances**

Staff may receive one or more of the following allowances depending on their family situation.

- **Household allowance**

Comprises 2% of the basic salary plus a fixed amount of 184.55 € (as of 01.07.2017)<sup>4</sup>

- **Dependent child allowance**

Per month and per dependent child: 403.25 € (amount as of 01.07.2017)<sup>5</sup>

- **Education allowances**

Pre-school allowance: 98.51 € per month and per child (amount as of 01.07.2017). Education allowance up to a maximum of 273.60 € (amount on 01.07.2017) per month for each dependent child, which can be doubled in some cases<sup>6</sup>

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<sup>2</sup> For more information please refer to Annex VII, Article 4 of the Staff Regulations

<sup>3</sup> For more information please refer to Annex VII, Article 4 of the Staff Regulations

<sup>4</sup> For more information please refer to Articles 67 and 68 of the Staff Regulations and Annex VII, Article 1 of the Staff Regulations

<sup>5</sup> For more information please refer to Articles 67 and 68 of the Staff Regulations, Annex VII, Article 2, Section 3, Article 14 of the Staff Regulations

<sup>6</sup> For more information please refer to Annex VII of the Staff Regulations, Section 1, Article 3

- **Birth grant**

The birth grant is 198.31 € per child in case of birth or adoption of a child<sup>7</sup>

#### **4.3. Allowances when taking up duty**

- **Installation allowance**

The installation allowance is paid to temporary/contract agents who provide proof that they had to change their place of residence to meet the requirements of Article 20 of the SR. The installation allowance can only be paid after the probationary period, once the contract of employment is confirmed.

The installation allowance varies between one third of a basic salary to twice a basic salary depending on contract duration and family situation.<sup>8</sup>

- **Daily subsistence allowance**

A daily subsistence allowance is paid to temporary/contract agents who provide evidence that a change in their place of residence is required in order to comply with Article 20 of the SR. The allowance is intended to offset the costs and inconvenience caused by the need to move or take up temporary residence at the place of employment while retaining, on an equally temporary basis, a residence at the place of recruitment or previous employment.

The daily subsistence allowance is granted for the following period:

- In the case of Temporary/Contract Agents engaged for a period of not less than one year:
  - o who are not entitled to the household allowance: 120 days;
  - o who are entitled to the household allowance but not subject to a probation period: 180 days
  - o who are entitled to the household allowance and subject to a probation period: duration of probation period plus one month
- In the case of Temporary/Contract Agents engaged for a fixed period of less than one year: the duration of their contract, up to a maximum of one year.

The daily allowance is not paid beyond the date on which the removal is carried out. Scale of daily subsistence allowance (amounts as of 01.07.2017):

- temporary/contract agent entitled to the household allowance: 42.39 € per day
- temporary/contract agent not entitled to the household allowance: 34.18 € per day

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<sup>7</sup> For more information please refer to Article 74 of the Staff Regulations

<sup>8</sup> For more information please refer to Annex VII, Article 5 of the Staff Regulations and Articles 24 and 81 of the conditions of employment of other servants of the European Union

- **Removal and travel expenses**

Agents with a contract duration of at least twelve months are entitled to reimbursement of removal expenses up to the amount of a quotation approved in advance.<sup>9</sup> The removal expenses cannot be reimbursed before the end of the probationary period.

On taking up duties, Agents are entitled to reimbursement of travel expenses from the place of recruitment to the place of employment for themselves and their family.<sup>10</sup>

Similar allowances such as resettlement allowance<sup>11</sup>, removal to the place of origin<sup>12</sup> or reimbursement of travel costs may be granted upon end of service.

## **5. DEDUCTIONS**

### **5.1. Taxations**

Salaries and allowances paid by BEREC Office are exempt from any national taxation in all EU Member States, but subject to a European tax (deducted at source) for the benefit of the European Union.

This tax is levied progressively at a rate of between 8% and 45% of the taxable portion of the salary.

A solidarity levy (6%) calculated on the part of the remuneration exceeding the minimum remuneration.

Social security contributions (% of basic salary)

Pension (9.80%)

Health insurance (1.70%)

Accident cover (0.10%)

Unemployment insurance (0.81%)

Sickness and accident insurance, Health

Temporary and contract staff of the BEREC Office is covered 24/7 and worldwide, by the EU Joint Sickness Insurance Scheme ([JSIS](#)). The JSIS coverage for family members is usually ensured but will depend on individual circumstances.

Before commencement of duties, new staff members are required to undergo a pre-employment medical examination. In addition, BEREC Office staff members are required to undergo an annual medical check-up.

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<sup>9</sup> For more information please refer to Annex VII, Article 9 of the Staff Regulations and Article 22 of the conditions of employment of other servants of the European Union

<sup>10</sup> For more information please refer to Annex VII, Article 7 of the Staff Regulations and Articles 22 and 67 of the Conditions of employment of other servants of the European Union

<sup>11</sup> For more information please refer to Annex VII, Article 6 of the Staff Regulations

<sup>12</sup> For more information please refer to Annex X, Article 21 of the Staff Regulations



## **5.2. Pension**

Throughout the period of service, Agents are members of the EU pension scheme. The pension is granted after completing a minimum of ten years' service or reaching the pensionable age. For staff entering service after 1<sup>st</sup> January 2014<sup>13</sup>. The pensionable age is currently 66 years. Pension rights acquired in one or more national schemes before starting to work at the Agency may be transferred into the EU pension scheme.

## **6. LEAVE AND ABSENCES**

A standard working week at BEREC Office is 40 hours. The Agency staff members are entitled to annual leave of 24 working days plus BEREC Office public holidays (17-18 days). In addition to this entitlement, leave days are granted for age and grade. For staff members who receive expatriation or foreign residence allowance there is also an additional 2.5 days granted for 'home leave'. Special leave can be granted for certain circumstances such as marriage, birth or adoption of a child, death of a close relative etc.

## **7. WORK-LIFE BALANCE**

The Agency enables staff members to reconcile their family and professional life by offering flexible work arrangements, such as part-time work and parental leave. Mothers are entitled to 20 weeks maternity leave and fathers to 10 days paternity leave whilst receiving their regular salary, while a minimum of 6 months parental leave per child is available on a basic monthly allowance.

In addition, the Agency has implemented a flexitime system. The daily working hours are divided into core working hours and flexible working hours. The core working hours mean the time of the day when staff members are obliged to be present. Flexible working hours mean that the Agency staff members are free to choose their time of arrival or departure.

## **8. OTHER BENEFITS**

The Agency staff may be entitled to other benefits, such as:

- Upon take up of duties, temporary VAT exemption on a range of products under the conditions of the Seat Agreement between the BEREC Office and the Host Member State<sup>14</sup>.
- Reimbursement of tuition fees for dependent children (in the sense of Article 2 (2) of Annex VII of the Staff Regulation) in regular full-time attendance at a primary or secondary level at the main international schools in Latvia from the age of five<sup>15</sup>.

In 2017 the BEREC Office opened discussions with the Latvian Authorities with a view to extend the range of benefits and improve the living and working conditions in Latvia. The BEREC Office, subject to budget and staff availability, may be in a position to offer in the future:

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<sup>13</sup> For more information please refer to Article 52 of the Staff Regulations.

<sup>14</sup> Applicable to Temporary and contract staff, as well as for Seconded National Experts

<sup>15</sup> The Latvian Authorities committed themselves to support the international schooling for the children of the BEREC Office staff. In the absence of concrete measures proposed from the Latvian side so far, the BEREC Office introduced the reimbursement of tuition fees as a temporary measure, which may be repealed as soon as the Latvian Authorities will implement support measures.

support in car registration, additional support in relocation, support in kindergarten, support in sport and cultural activities.

**Annex I: Basic salary table Temporary Agents**

**Annex II: Basic salary table Contract Agents**

**This document is meant purely as a documentation tool and the BEREC Office does not assume any liability for its contents.**

## Annex I: Basic salary table Temporary Agents

Basic monthly salaries are for each grade and step for Temporary Agents function group (AD/AST) are provided in the following table:

As of 01/07/2017	Step				
Grade	1	2	3	4	5
16	18.310,61	19.080,05	19.881,81		
15	16.183,53	16.863,58	17.572,20	18.061,09	18.310,61
14	14.303,51	14.904,57	15.530,88	15.962,98	16.183,53
13	12.641,93	13.173,16	13.726,71	14.108,61	14.303,51
12	11.173,35	11.642,86	12.132,11	12.469,65	12.641,93
11	9.875,37	10.290,33	10.722,75	11.021,08	11.173,35
10	8.728,19	9.094,95	9.477,14	9.740,80	9.875,37
9	7.714,25	8.038,42	8.376,21	8.609,24	8.728,19
8	6.818,11	7.104,61	7.403,16	7.609,13	7.714,25
7	6.026,07	6.279,29	6.543,16	6.725,20	6.818,11
6	5.326,04	5.549,85	5.783,05	5.943,95	6.026,07
5	4.707,34	4.905,14	5.111,26	5.253,46	5.326,04
4	4.160,50	4.335,32	4.517,49	4.643,18	4.707,34
3	3.677,17	3.831,70	3.992,72	4.103,79	4.160,50
2	3.250,01	3.386,58	3.528,89	3.627,07	3.677,17
1	2.872,47	2.993,17	3.118,94	3.205,73	3.250,01

Basic monthly salaries are for each grade and step in function group AST/SC are provided in the following table:

As of 01/07/2017	Step				
Grade	1	2	3	4	5
6	4.669,97	4.866,21	5.070,70	5.211,76	5.283,78
5	4.127,48	4.300,92	4.482,28	4.606,33	4.669,97
4	3.648,01	3.801,29	3.961,03	4.071,24	4.127,48
3	3.224,22	3.359,70	3.500,90	3.598,28	3.648,01
2	2.849,67	2.969,42	3.094,21	3.180,29	3.224,22
1	2.518,63	2.624,47	2.734,76	2.810,83	2.849,67

## Annex II: Basic salary table Contract Agents

Basic monthly salaries are for each grade and step for Contract Agents function group (FG) are provided in the following table:

Function group	01/07/2017	Step						
	Grade	1	2	3	4	5	6	7
IV	18	6.312,13	6.443,39	6.577,38	6.714,16	6.853,80	6.996,32	7.141,81
	17	5.578,83	5.694,84	5.813,26	5.934,16	6.057,56	6.183,53	6.312,13
	16	4.930,71	5.033,23	5.137,91	5.244,76	5.353,83	5.465,18	5.578,83
	15	4.357,88	4.448,51	4.541,02	4.635,45	4.731,85	4.830,25	4.930,71
	14	3.851,61	3.931,71	4.013,48	4.096,94	4.182,15	4.269,10	4.357,88
	13	3.404,15	3.474,95	3.547,20	3.620,98	3.696,27	3.773,14	3.851,61
III	12	4.357,82	4.448,44	4.540,95	4.635,37	4.731,76	4.830,15	4.930,60
	11	3.851,58	3.931,66	4.013,42	4.096,87	4.182,07	4.269,04	4.357,82
	10	3.404,14	3.474,93	3.547,18	3.620,95	3.696,24	3.773,11	3.851,58
	9	3.008,68	3.071,25	3.135,11	3.200,32	3.266,87	3.334,79	3.404,14
	8	2.659,17	2.714,47	2.770,92	2.828,53	2.887,36	2.947,40	3.008,68
II	7	3.008,61	3.071,20	3.135,07	3.200,27	3.266,85	3.334,79	3.404,15
	6	2.659,05	2.714,35	2.770,81	2.828,44	2.887,26	2.947,32	3.008,61
	5	2.350,09	2.398,96	2.448,86	2.499,80	2.551,78	2.604,87	2.659,05
	4	2.077,02	2.120,22	2.164,33	2.209,35	2.255,29	2.302,20	2.350,09
I	3	2.558,73	2.611,83	2.666,05	2.721,38	2.777,85	2.835,50	2.894,36
	2	2.262,02	2.308,97	2.356,89	2.405,81	2.455,74	2.506,72	2.558,73
	1	1.999,73	2.041,25	2.083,60	2.126,84	2.170,98	2.216,05	2.262,02