

Arctic Council Secretariat

# Staff rules

Staff rules of the Arctic Council Secretariat  
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ARCTIC COUNCIL



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# STAFF RULES

## of the Arctic Council Secretariat

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### **1. Scope**

- 1.1** These Rules set out terms and conditions of employment, working relationships and rights and responsibilities of the Staff members in the service of the Arctic Council Secretariat (hereafter referred to as the Secretariat).
- 1.2** These Rules apply to the Director, unless they vary from his or her terms and conditions of employment as established by the Arctic Council, in which case the terms and conditions established by the Arctic Council shall prevail.

### **2. Duties, obligations and privileges**

- 2.1** The Director and the other Staff members upon accepting their appointments pledge themselves to perform their duties faithfully and to conduct themselves with the interests of the Arctic Council in mind.
- 2.2** While fulfilling their duties, the Staff members shall at all times conduct themselves in a manner keeping with the international nature of the Arctic Council. They shall always bear in mind the loyalty, discretion and tact imposed on them by their international responsibilities in the performance of their duties. While they are not expected to give up their national sentiments or their political and religious convictions, the Staff members shall avoid all actions, statements or public activities that might be detrimental to the Arctic Council and its aims.
- 2.3** Staff members shall observe maximum discretion regarding official matters and shall abstain from making private use of information they possess by reason of their position. Authorisation for the release of information for official purposes shall lie with the Arctic Council in respect of the Director, and with the Director in respect of the Staff members.
- 2.4** Staff members shall uphold the highest standards of efficiency, qualifications and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.
- 2.5** Staff members shall not accept any honour, decoration, favour, gift, remuneration, or employment from any source without first obtaining the approval of the Director.
- 2.6** Staff members shall enjoy the privileges and immunities to which they are entitled by virtue of the Host Country or pursuant to domestic legislation.
- 2.7** Privileges and immunities are granted to Staff members as defined in the Host Country Agreement in the interest of the Arctic Council and not for the personal benefit of the individuals concerned. In particular, they shall not excuse Staff members from the performance of their private obligations or from the due observance of the law applying to

them at the place where they are carrying out their duties. In any case where the question of claiming immunity from legal suit or process may arise, the Staff member involved shall immediately report to the Director, who shall decide whether the immunity shall be waived. In any case involving the privileges and immunities of the Director, the Senior Arctic Officials (hereafter referred to as SAOs) shall decide whether the immunity shall be waived.

### **3. Authority of the Director**

- 3.1** Staff members shall be supervised by and accountable to, and have their powers and duties regulated by, the Director.
- 3.2** The Director shall designate a member of the Staff to act on his or her behalf when necessary.
- 3.3** In the event the position of Director is vacant, or the Director is unable to appoint a member of Staff to serve on his or her behalf pursuant to Rule 3.2, the SAO Chair shall designate a member of Staff to serve as Acting Director.

### **4. Classification of Staff members**

- 4.1** Staff members shall be classified in one of the two following categories: Professional and General service. The Staff rules apply to all Staff, unless otherwise provided for.

a) Professional staff category

Positions of high responsibility of a managerial or professional nature. These posts will be filled by appropriately qualified professionals, preferably with University qualifications or the equivalent. Staff members in this category will be recruited from among nationals of Arctic states.

b) General staff category

Staff performing functions of general and supportive character (e.g. clerical and technical work) for the Secretariat.

### **5. Recruitment and appointment**

- 5.1** The Secretariat shall be headed by a Director, who shall be appointed by the SAOs from candidates who are nationals of Arctic states.
- 5.2** The Director shall appoint, direct and supervise Staff members in accordance with the following general standards:
- Staff shall be appointed and retained, and their conditions of employment shall be determined, strictly on the basis of efficiency, qualifications and integrity.
  - Staff shall be appointed from nationals of an Arctic state.

- Due regard shall be paid to the importance of recruiting an equitable proportion of staff from among the nationals of each Arctic state; and any further general standards established by the Arctic Council.
- Due regard to the importance of gender balance.
- Vacancies should be announced by the Director to the SAO Chair between 3 to 6 months ahead of the proposed time of employment. For each staff vacancy a job description shall be available. Vacancies should be advertised on the Internet site of the Secretariat at least 3 months in advance of the proposed time of employment in a way which will give qualified candidates a good opportunity to acquaint themselves with the vacancy. Advertisements can be made through other media.
- Posts for General staff members may be advertised only within Norway.
- Candidates are invited to forward their applications to the Director. The Director will list the applications and rank the candidates according to established criteria for the staff position.

**5.3** Appointments for Professional staff members shall be offered for a period of up to four years, with a six month probation period, and with the possibility of prolongation for up to four years.

**5.4** General staff members shall, as a main rule, not be given or offered fixed term contracts.

**5.5** Upon selection, each Staff member shall receive an offer of appointment stating:

- that the appointment is subject to these Rules and to changes which may be made to them from time to time;
- the identity of the parties;
- the place of work;
- the nature of the appointment including a short description of the duties of the position, post or category of work;
- the date of commencement of the appointment;
- expected duration of temporary contracts;
- provisions relating to a probationary period;
- vacation rights;
- notice periods;
- salary and additional benefits (remuneration);
- daily and weekly working hours;
- length of breaks;
- potential agreement concerning a special working-hour arrangement;
- the allowances attached to the appointment; and
- any special terms and conditions which may be applicable.

**5.6** Together with the offer of appointment, Staff members will be provided with a copy of these Rules. Upon acceptance of the offer, Staff members shall state in writing that they are familiar with and accept the conditions set out in these Rules.

## **6. Accommodation, moving and home travel allowance for personnel in the Professional staff category**

- 6.1** All expenses related to accommodation in Norway, such as rent, are to be paid by the Staff members themselves. The Secretariat will be of assistance in finding suitable accommodation.
- 6.2** An establishment allowance equivalent to two months' salary will be paid to all Staff members.
- 6.3** Staff members are entitled to a moving allowance at the beginning and end of their contracts with the Secretariat. It will be limited to 40 m<sup>3</sup> for a Staff member bringing dependent family members and limited to 20 m<sup>3</sup> for a single Staff member. Staff members have the right to import free of duty furniture and personal effects that they have owned, possessed or ordered before taking up their posts and that are intended for their personal use.
- 6.4** Staff members have the right to import one motor vehicle at the time of their arrival, and one once every three years, free of duty, it being understood that no permission to sell or dispose of the vehicle in the open market shall normally be granted until three years after its importation.
- 6.5** The actual cost for economy class travel expenses for the Staff member and his or her dependent family members when moving to and from Tromsø will be reimbursed by the Secretariat.
- 6.6** If a Staff member terminates the employment contract within the first two years, he or she is obliged to cover the return costs if the Secretariat and the Staff member do not agree otherwise.
- 6.7** A home travel allowance for the Director and all Staff members will be granted once for each full term of appointment provided the term is for at least 24 months and that more than half of the full term has been served.
- a) The schedule for home travel for Staff members will be subject to approval by the Director.
  - b) Transportation expenses will be paid for the Director, Staff members, and their spouses and dependents at rates not to exceed full fare economy class.
  - c) Travel time will be allowed but not in excess of the time required for direct air travel subject to a maximum of four days.
  - d) For the purpose of this Rule, "home" means the place within Canada, Kingdom of Denmark, Finland, Iceland, Norway, Russia, Sweden, or the United States where the incumbent was resident before being appointed, unless otherwise decided by the Director in the case of staff or by the SAOs in the case of the Director.



## **7. Travel expenses and insurance**

- 7.1 Official travel shall be undertaken only if authorized in advance by the Director.
- 7.2 The Secretariat follows the Norwegian public regulations on daily allowances. Official duty travel expenses and hotel accommodation shall be paid by the Secretariat. Travel insurance will be covered by the insurance arrangements made by the Secretariat for the Staff members. On official missions, economy class tickets are to be booked.

## **8. Vacation and special leave**

- 8.1 Vacation is regulated by the Norwegian Annual Holidays Act. According to the Act Staff members are entitled to 21 working days' holiday (excluding Saturdays and Sundays) per year. In addition Staff members are entitled to an extra four days paid leave.
- 8.2 A Staff member who has reached the age of 60 before September 1st of the current calendar year is entitled to an extra five days' annual holiday.
- 8.3 Holiday pay from the Secretariat is calculated on the basis of the salary from the preceding year. Under the Act, a Staff member is entitled to holiday pay of 10.2% of the basis of the salary from the preceding year. When stipulated in advance by written agreement, the Staff member is entitled to advance payment of the holiday pay, which will be earned on the basis of the last year of the appointment contract.
- 8.4 The taking of leave shall not cause undue disruption to normal Secretariat operations. In accordance with this principle, leave dates shall be subject to the needs of the Arctic Council.
- 8.5 The Act relating to public holidays lists the following Norwegian public holidays:
- Ordinary Sundays;
  - New Year's day;
  - Maundy Thursday;
  - Good Friday;
  - Easter Sunday;
  - Easter Monday;
  - Ascension Day;
  - Whit Sunday;
  - Whit Monday;
  - Christmas Day; and
  - Boxing Day.

May 1st and May 17th are both defined as public holidays/festival days and, as a general rule, will be treated as Sundays. Work will not be permitted unless necessitated by the nature of the job.

- 8.6** A Staff member shall, at his or her earliest convenience, report absence due to sickness to the Secretariat. If a sick leave period exceeds 3 days a medical statement issued by a doctor declaration is required for further payment by the Secretariat. Staff members who are enrolled in the Norwegian social security system will be compensated for sick leave according to this system.
- 8.7** Staff members who are enrolled in the Norwegian social security system will be compensated for parental leave according to this system. According to the Working Environment Act Staff members are entitled to parental leave.
- 8.8** In relation to welfare reasons, a Staff member may apply for absence with salary up to five days per year.

## **9. Working hours**

- 9.1** Office working hours are from Monday to Friday and a normal work week is 40 hours (8 hours/day). Disposition of the working hours will be stipulated in the contracts. Staff members are entitled to a daily break of 30 minutes. However, the Secretariat is obliged to facilitate expanded working hours in accordance with the working hours of the SAO Chair in their time zone.
- 9.2** For overtime a supplement shall be paid in addition to the pay received by the Staff member for corresponding work during normal working hours. The overtime supplement shall be 50 %.
- a) Overtime hours may wholly or partly be taken out as off-duty time.
  - b) Overtime is subject to approval by the Director.
- 9.3** Exemptions for working time regulations and overtime payment can be made for the Director and personnel in senior and independent posts according to the Norwegian Working Environment Act.

## **10. Salary**

- 10.1** The level of salaries for the Professional staff category is determined on the basis that the Secretariat should be able to recruit appropriately qualified staff from Arctic states. The level of salaries for the General staff category should reflect the prevailing conditions found locally for similar work.
- 10.2** The scale of salaries for Staff members in the Professional category is attached in Schedule A. The scale of salaries for Staff members in the General category is attached in Schedule B. Salaries shall be paid in Norwegian kroner (NOK).
- 10.3** Based on qualifications, the Director may decide to appoint a Staff member at a salary higher than step 1 of the relevant level. Staff shall remain at the level they are appointed for at least the first year of their appointment.

- 10.4** The promotion of the Director and other Staff members from one level to another requires the prior approval of the SAOs.
- 10.5** Staff members may receive annual step increase, subject to satisfactory performance of their duties. Step increase shall cease once the Staff member has reached the highest step in the level in which he or she is serving.
- 10.6** The salary scales may be adjusted by a decision of the SAOs including, inter alia, adjustments for inflation in Norway.
- 10.7** The day of payment of salaries shall be the 20<sup>th</sup> of each month. When the 20<sup>th</sup> is a Saturday, Sunday, or holiday, salaries are paid on the last working day before the 20<sup>th</sup>. Salaries will be paid into Norwegian bank accounts held in the name of the individual Staff member.
- 10.8** Staff members exempt from taxation in Norway on salaries and emoluments, including allowances provided for in the Staff rules and the Staff appointment contract, paid by the Secretariat according to the Host Country Agreement with the Government of Norway, shall pay an internal fee imposed by the Secretariat. The internal fee shall be used to pay for social security benefits for the Staff members, including payments under paragraph 11.2 for an occupational pension. Any excess payments shall be added to the administrative budget and be used to pay for the official functions of the Secretariat.

## **11. Social security**

- 11.1** As a general rule, Staff members will be a member of the Norwegian national insurance scheme regulated by the Norwegian national insurance act. Membership in the Norwegian national insurance scheme gives Staff the right to receive sick pay, maternity and paternity benefit and pension.
- 11.2** In addition to benefits from the Norwegian national insurance scheme, all Staff members are entitled to an occupational pension. The contribution to this pension is included in the Staff internal fee in paragraph 10.8 and must be a minimum of 2 % of the Staff member's salary.

## **12. Separation from service**

- 12.1** Separation from service will be regulated by the Norwegian Working Environment Act.
- 12.2** A Staff member has the right to terminate his or her appointment contract after giving three months' notice. The resignation does not need to state a reason.
- 12.3** The Secretariat may terminate the appointment contract with a Staff member only when this is objectively justified on the basis of circumstances relating to the Secretariat or the Staff member.
- 12.4** The notice period is three months starting the first day of the following month.

**12.5** The Director, on behalf of the Secretariat, may after consultation with the SAO Chair dismiss a Staff member immediately if he or she commits a serious breach of the appointment contract.

**12.6** The SAOs may decide to dismiss the Director.

### **13. Amendment to the Staff rules**

**13.1** The Staff rules may be amended by decision of the SAOs.

## **APPENDICES**

1. Schedule A: Salary scale for the Professional staff category of the Arctic Council Secretariat
2. Schedule B: Salary scale for the General staff category of the Arctic Council Secretariat



SCHEDULE A

SALARY SCALE FOR THE PROFESSIONAL STAFF CATEGORY OF THE ARTIC COUNCIL SECRETARIAT

(NORWEGIAN KRONER)

LEVEL	STEPS						
1 Director level	846 300	872 200	898 200	918 900	939 700	960 500	981 300
		714 600	736 500	758 000	778 800	799 500	820 300
LEVEL	STEPS						
	I	II	III	IV	V	VI	VII
2 Civil servant level	593 500	604 200	614 800	626 000	638 200	654 800	671 100
3 Civil servant level	519 000	528 600	538 200	548 200	557 600	568 500	579 600
4 Civil servant level	480 900	490 100	499 500	509 300	519 000	528 600	538 200
5 Civil servant level	448 300	456 100	464 300	472 600	480 900	490 100	499 500
6 Civil servant level	418 500	426 000	433 100	440 900	448 300	456 100	464 300





SCHEDULE B

SALARY SCALE FOR THE GENERAL STAFF CATAGORY OF THE ARTIC COUNCIL SECRETARIAT

(NORWEGIAN KRONER)

LEVEL	STEPS						
	I	II	III	IV	V	VI	VII
1	499 500	509 300	519 000	528 600	538 200	548 200	557 600
2	440 900	448 300	456 100	464 300	472 600	480 900	490 100
3	391 300	398 000	404 600	411 400	418 500	426 000	433 100
4	350 500	356 000	361 300	367 100	372 700	378 800	384 900
5	319 500	323 500	327 600	332 000	336 500	321 000	345 800
6	293 400	297 100	300 800	304 500	308 100	311 900	315 700

