

Staff Manual

APPOINTMENT

1. SUBJECT, APPLICABILITY, AND DEFINITIONS

Subject

1.01 This Rule sets forth provisions governing the Bank Group's recruitment and appointment of staff. It establishes types of appointments, appointment procedures, and procedures for changes and extensions of appointments. This Rule, as revised, is effective July 1, 1997.

Applicability

1.02 Except where otherwise specified, the provisions of this Rule apply to all staff members.

Definitions

1.03 In this Rule:

- (a) *Local Recruitment* means recruitment exclusively from the local area where the staff member will be working for the Bank Group.
- (b) *International Recruitment* means recruitment from any place, whether or not within the local area.
- (c) *Visa*, when used with reference to an appointment at headquarters, includes refugee status, asylum and parole.

2. TYPES OF APPOINTMENTS

2.01 The types of appointments to the staff of the Bank Group are specified below:

- (a) *Regular Appointment* is a full-time appointment of indefinite duration.
 - (b) *Fixed-Term Appointment* is a full-time appointment for a specified duration of a minimum of two years, except that a staff member who: (i) is appointed at grades 11-17 for assignment to an Executive Director's office; or (ii) is appointed at any
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grade for assignment to a position funded from sources other than the Bank Group's administrative budget, may be appointed to a coterminous fixed-term appointment as provided in paragraph 2.02.

- (c) *Part-Time Appointment* is an appointment for part-time work of indefinite duration or for a specified duration of a minimum of two years whereby the staff member is required to work not less than fifty percent of the regular work schedule for full-time staff.
- (d) *Temporary Appointment* is an appointment of a research or projects assistant or a staff member at the equivalent of grades 11-17 for full-time or part-time work for a specified duration of a maximum of two years.
- (e) *Executive Director's Assistant Appointment* is a coterminous appointment for full-time or part-time work to serve in the office of an Executive Director. It expires as provided in paragraph 2.02(a).
- (f) *Consultant Appointment* is a periodic appointment for a maximum of two years for full-time or part-time work to carry out specific assignments which require specialized professional experience, or to satisfy a work program need of limited duration.
- (g) *Special Assignment Appointment* is a full-time appointment, without benefits, except as approved by the Manager, Human Resources Service Center or a designated official, and without pay, of an official of a member country, regional agency, development bank, international organization or private enterprise to the staff of the Bank Group for the purpose of receiving or using experience and contributing to the Bank Group's work program.
- (h) *Local Staff, Regular Appointment* is a full-time appointment of indefinite duration of a person recruited to serve at a Bank Group field office.
- (i) *Local Staff, Fixed-Term Appointment* is a full-time appointment for a specified duration of a minimum of two years, of a person recruited to serve at a Bank Group field office or at a place where a Bank Group implemented project is located, except that a staff member may be appointed to a coterminous Local Staff, Fixed-Term appointment funded from sources other than the Bank Group's administrative budget as provided in paragraph 2.02(b).

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- (j) *Local Temporary Appointment* is an appointment of a research or projects assistant or a staff member at the equivalent of grades 11-17 for full-time or part-time work in a field office, for a specified duration of a maximum of two years.
- (k) *Local Consultant Appointment* is a periodic appointment for a maximum of two years for full-time or part-time work to supplement the staff of the Bank Group field office, or Bank Group implemented project, to carry out specific assignments which require specialized professional experience, or to satisfy a work program need of limited duration.

Coterminous Appointments

- 2.02 (a) If the staff member is appointed for assignment to an Executive Director's office, the appointment may be for full-time or part-time work. It expires concurrently with the term of an Executive Director for whom the staff member provides services, unless the Executive Director decides that the appointment shall be renewed, extended or terminated on an earlier date.
- (b) If the appointment is funded from sources other than the Bank Group's administrative budget, it may be made subject to the concurrence of the funding source. The appointment is for full-time work for a specified duration of a minimum of one year, which may thereafter terminate, as decided by the Bank Group, if the funding source terminates the funding for the position. The provisions of Section 8, Rule 7.01, "Ending Employment," do not apply to coterminous appointments funded from sources other than the Bank Group's administrative budget which end after one year from the effective date of the appointment.

3. RECRUITMENT

Local and International Recruitment

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- 3.01 (a) **Local Recruitment.** The following positions are subject to local recruitment:
- (i) Full-time positions at grades 11-17 at headquarters and Bank Group offices other than field offices, except as provided in (b);
 - (ii) All positions filled by staff members holding part-time appointments; and
 - (iii) All positions in field offices and at places where a Bank Group implemented project is located, except as provided in (b).
- (b) **International Recruitment.** The following positions are subject to international recruitment:
- (i) Full-time positions in grades 18 and above at headquarters and other Bank Group offices other than field offices;
 - (ii) Specified positions in field offices; and
 - (iii) In exceptional circumstances, when required skills cannot be obtained by local recruitment, positions in grades 11-17, if authorized by the Manager, Human Resources Service Center, or the IFC Manager, Recruitment, and positions in grades 11-17 in field offices, if so authorized with the concurrence of the vice president responsible for the field office or a manager designated by the vice president.

Selection Criteria

3.02 Candidates for appointment with the Bank Group are selected competitively based on criteria determined by the needs of the Bank Group and the requirements of the position. In the selection of candidates for all positions graded 18 and above and for all consultant appointments, particular attention will be paid to increasing the representation of under-represented groups (for example, certain Part I and Part II country nationals, women). A candidate for a Special Assignment appointment must have specialized professional qualifications and experience that can contribute to the Bank Group's work program.

4. LIMITATIONS ON RECRUITMENT AND APPOINTMENT

Age Limitations

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4.01 No person under 18 or over 57 years of age may be appointed to Regular; Fixed-Term; Part-Time; Local Staff, Regular; or Local Staff, Fixed-Term appointments. In exceptional circumstances, the Manager, Human Resources Service Center, or the Vice President, Personnel, Administration and Corporate Business Development, IFC, may authorize the appointment of persons over age 57 to such an appointment if they possess special skills needed by the Bank Group which are difficult to find. They may also establish further age limits for specific positions in accordance with the requirements of the position. Subject to the provisions of Section 8, persons aged 62 or over may be appointed to a Consultant, Local Consultant, Temporary, or Local Temporary appointment. Candidates for the Young Professionals Program may not have reached their 32nd birthday as of July 1 in a given selection year, unless otherwise determined by the Administrator, Young Professionals Program.

Spouses and Domestic Partners

4.02 The spouse or domestic partner of a staff member who meets the normal selection standards may be employed by the Bank Group. A husband and wife or domestic partners may be assigned to the same vice presidency or department, if they are not assigned to the same division or equivalent unit, and neither supervises the other, directly or indirectly, and their duties are not likely to bring them into routine professional contact. On an exceptional basis, assignments of spouses and domestic partners to the same field office may be approved by the Manager, Human Resources Service Center.

Close Relatives

4.03 For purposes of this paragraph, *close relatives* means close relatives of staff members as the term "*staff members*" is defined in Section 2 of this Rule, and the President, Executive Directors, Alternates, and Advisers. *Cousin* means the son or daughter of an uncle or aunt, and *uncle* and *aunt* mean the brother or sister, respectively, of one's mother or father, whether the relationship is by blood or adoption. The spouse of an aunt or uncle is not a close relative by reason of the marriage. Rules governing appointment of close relatives are as follows:

- (a) **Category I Relatives.** The following close relatives, including relatives by adoption, are not eligible for employment:

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<i>Whole Relationships:</i>	<i>Half Relationships:</i>
Mother	
Father	
Sister	Sister
Brother	Brother
Son	
Daughter	
Aunt	
Uncle	
Niece	
Nephew	

- (b) **Category II Relatives.** The following close relatives, including relatives by adoption, and domestic partners of close relatives are not eligible for employment except as decided under subparagraph (c):

<i>Whole Relationships</i>	<i>Step Relationships</i>	<i>Half Relationships</i>	<i>Domestic Partners of</i>
Daughter-in-law	Mother	Aunt	Mother
Son-in-law	Father	Uncle	Father
Sister-in-law	Sister	Niece	Sister
Brother-in-law	Brother	Nephew	Brother
Mother-in-law	Daughter		Daughter
Father-in-law	Son		Son
Grandmother	Aunt		
Grandfather	Uncle		
Granddaughter			
Grandson			
Cousin			

- (c) **Decisions on Category II Relatives.** Requests for exceptions arising in the administration of the provisions of paragraph 4.03(b) shall be decided by the Manager, Human Resources Service Center, in consultation with a member of the Legal Department of the Bank and the manager of the manager who has the vacancy. They shall consider relevant criteria, including the degree of closeness of the relative; the importance to the Bank Group of the close relative's or the domestic partner's skills and their rarity; the risk that the reality or perception of

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favoritism may arise; the work relationship the staff member or his supervisors would have with the close relative or the domestic partner, if employed, or their supervisors; and the duration of the appointment.

Advocacy of the Appointment of a Spouse, Domestic Partner, or a Close Relative

4.04 Staff members may not recommend the appointment of their spouses, their own domestic partners, other close relatives or domestic partners of close relatives referred to above. A staff member who tries to influence the appointment of his or her spouse or domestic partner, or such a close relative or domestic partner may be subject to disciplinary measures pursuant to Rule 8.01, "Disciplinary Measures," and such advocacy will render the applicant ineligible for employment.

Conflict of Interest

4.05 The persons responsible for supervising the staff member at the time of recruitment shall ensure that the proposed employment is consistent with paragraph 3 of the Principles of Staff Employment, "General Obligations of Staff Members," and Rule 3.01, "Outside Activities and Interests."

Visas

4.06 Visa requirements are as follows:

- (a) Staff members assigned to a position at headquarters, who are not citizens of the United States, must be in U.S. permanent resident status or in possession of a valid work authorization or visa which permits them to take employment with an international organization at the time their appointment becomes effective.
- (b) Staff members assigned to a place other than headquarters must be in compliance with residence, work authorization or visa requirements for employment with international organizations in the country to which they are assigned.

Medical Clearance

4.07 (a) Except where otherwise specified in this text, before an appointment to the staff of the Bank Group becomes effective, the Director, Health Services

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Department, or a Health Services Physician, shall have cleared the person for any full-time or part time appointment of six months or longer based on the results of a medical examination. Medical clearance shall be required for a Special Assignment appointment only if the candidate has been approved to receive World Bank Group benefits. Staff members, except staff members holding Local Staff appointments, who have been selected for a Regular or Fixed-Term appointment are not required to receive medical clearance upon conversion if they have already received prior medical clearance and service is continuous.

- (b) Medical clearance is not required for Local Temporary and Local Consultant appointments. However, medical clearance shall be required of staff members holding Local Temporary or Local Consultant appointments upon conversion to a Local Staff, Regular, or a Local Staff, Fixed-Term appointment, unless they have received prior medical clearance and service is continuous. Medical clearance shall also be required of all staff members holding Local Staff appointments upon conversion to a Regular, Fixed-Term, or Part-Time appointment, or to a Temporary, Consultant, or Special Assignment (with benefits) appointment of six months or longer.

5. APPOINTMENT, GENERAL

Authorization for Appointment

5.01 Appointment to the staff of the Bank Group may be made only by the Vice President, Human Resources; or Manager, Human Resources Service Center; or a designated official. The Manager, Human Resources Service Center; or the IFC Manager, Recruitment, shall determine the type of appointment to which the candidate is to be appointed, the grade, where applicable, compensation, and other terms and conditions of employment.

Offer of Appointment

5.02 An offer of appointment to the staff of the Bank Group is made by a letter of appointment signed by the Vice President, Human Resources; or Manager, Human Resources Service Center; or a designated official. The letter shall establish conditions for employment which must be met

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by the appointee prior to entry on duty and shall include the appointment type, grade, where applicable, entry level salary, and probation period, where applicable.

Acceptance of Appointment

5.03 An appointment is accepted upon receipt by the Bank Group of the acceptance letter signed by the applicant.

Effective Date of Appointment

5.04 The effective date of appointment is the date the staff member enters on duty. When the conditions stated in the letter of appointment have been met, the new staff member shall enter on duty on the date established in the letter, unless some other date is agreed by the Manager, Human Resources Service Center; the IFC Manager, Recruitment; or a designated official.

Withdrawal of Offer of Appointment

5.05 The Vice President, Human Resources, the Manager, Human Resources Service Center or a designated official may withdraw a letter of appointment before it has been accepted or before conditions precedent to the staff member's entry on duty have been met.

6. EXTENSIONS

6.01 The provisions governing extensions of appointments are:

- (a) Except as provided below all appointments of a specified duration may be extended by the manager responsible for the position for periods not to exceed the maximum duration, if any, applicable to that type of appointment. In exceptional circumstances, the Manager, Human Resources Service Center may authorize extensions beyond the maximum duration of the appointment
- (b) A staff number appointed after September 30, 1990, and who has held a full-time Consultant appointment for four years or more, may be extended for a term ending no later than June 30, 1998, provided that the manager has a clear business need for the extension.

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- (c) A staff member appointed after September 30, 1990 who has held a full-time Temporary appointment for four years or more, may be extended for a term no longer than one year, provided that the manager has a clear business need for the extension.
- (d) Special Assignment appointments may be extended by the manager responsible for the position with the approval of the releasing organization. The duration of a special assignment appointment may not exceed four years, including extensions.

7. CHANGES IN TYPES OF APPOINTMENT

7.01 The Manager, Human Resources Team; the Manager, Human Resources Service Center; the IFC Manager, Recruitment; or a designated official, may authorize a staff member's conversion from one type of appointment to another provided that the staff member meets the eligibility criteria for the type of appointment to which he is converting and the staff member agrees to the change of appointment. In this Section, where the application of a provision depends upon the staff member's continuous service, and a staff member holding a full-time Consultant or full-time Temporary appointment has a break in service for reasons that would entitle the staff member to maternity leave or adoption leave were the appointment a Regular appointment, service shall be treated as continuous unless the break in service is more than 90 calendar days.

7.02 The following conditions apply to the conversion from one type of appointment to another:

- (a) Staff members holding full-time Temporary appointments which will expire in 60 days or less or who have been assigned to the Contract Temporary Assignment Program for at least 4 months, may apply for Regular or Fixed-Term appointments to positions announced in the Job Posting Service, and may be appointed without interruption of service if they meet the criteria required of qualified external candidates.
- (b) Staff holding full-time Consultant or full-time Temporary appointments on or before September 30, 1990, who have remained in continuous service and in the same job for four years or more, may be appointed without interruption of service to a Regular or Fixed-Term appointment if:

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- (i) Before September 30, 1995, the vice president responsible for the hiring unit has selected the staff member, after determining that the staff member meets the criteria required for the new appointment, that the Bank Group's requirements for the work are likely to continue, and that the expected needs of the Bank Group indicate the staff member's skills should be secured by converting the existing appointment; and
 - (ii) The Manager, Human Resources Service Center or a designated official concurs in the selection of the staff member for a Regular or Fixed-Term appointment.
- (c) Staff members holding confirmed Local Staff, Regular; or Local Staff, Fixed-Term appointments who have remained in continuous service in the Bank Group for two years or more and who meet the criteria for the new appointment, may be appointed to Regular or Fixed-Term appointments without interruption of service after selection through the Job Posting Service.
- (d) Staff holding appointments of specified duration, including staff members holding coterminous appointments under paragraph 2.01(b)(ii), may be appointed to a different type of appointment without interruption of service if selected on a competitive basis against qualified external candidates for a Regular; Fixed-Term; Local Staff, Regular; or Local Staff, Fixed-Term appointment. Staff members holding appointments of specified duration, including staff holding coterminous appointments under paragraph 2.01(b), and who, if required to pass the Bank's skills tests have done so, may be converted without interruption of service to Regular and Local Staff, Regular appointments, after selection through the Job Posting Service.
- (e) A staff member appointed to a coterminous Fixed-Term appointment under paragraph 2.01(b)(i) shall be appointed to a Regular appointment without interruption of service to be effective upon the expiration of the coterminous Fixed-Term appointment and shall be reassigned pursuant to Rule 5.01, "Reassignment," or may be retained in his current position provided:
- (i) The staff member has at least six years' continuous service in the coterminous Fixed-Term appointment;

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- (ii) The staff member's performance has been satisfactory throughout the appointment; and
- (iii) The staff member demonstrates he possesses the skills and meets the criteria for appointment that would be required of an external candidate.

If a staff member meets all the foregoing requirements except the requirement that he have at least six years' continuous service, the staff member shall be entitled to consideration for, and may be appointed to, a Regular appointment if competitively selected after consideration on an equal basis together with all other qualified external candidates for the position.

- (f) A staff member holding an appointment other than a Regular appointment or a Fixed-Term appointment for a minimum duration of two years may be appointed to a coterminous Fixed-Term appointment without interruption of service.
- (g) Change of appointment to Special Assignment appointment is not allowed.

8. REAPPOINTMENT

Reappointment after Resignation

8.01 Except as provided in paragraph 8.03, a staff member who held a Regular; Fixed-Term; Local Staff, Regular; or Local Staff, Fixed-Term appointment, whose performance was fully satisfactory, and whose employment with the Bank Group ended by resignation, may be reappointed: (a) to a Consultant, Temporary, Local Consultant, or Local Temporary appointment; or (b) if selected on a competitive basis against qualified external candidates, to any other appointment after one year from the effective date of the resignation, or two years after resignation if the Bank Group has incurred resettlement expenses on the staff member's account. In exceptional circumstances and under specified conditions, the manager responsible for the position, in consultation with the Program Director, Human Resources may authorize a reappointment before these time limits have expired.

Reappointment after Retirement

8.02 Except as provided in paragraph 8.03, a former staff member who is receiving a pension under the Staff Retirement Plan may be reappointed to a Consultant, Temporary, Local

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Consultant or Local Temporary appointment, for periods not to exceed 190 work days in any period of twelve months.

Reappointment after Separation with Severance Payments Under Rule 7.01 or the 1987-88 Reorganization

8.03 A former staff member whose employment terminated with the payment of severance payments under Rule 7.01, "Ending Employment," or with the receipt of the Standard or the Enhanced Separation Package pursuant to the 1987-88 Reorganization, may not be reappointed to a regular; local staff, regular; fixed-term; or local staff, fixed-term appointment. Subject to the provisions of paragraph 8.04, a former staff member who received such payments may be reappointed to a Consultant, Local Consultant, Temporary, or Local Temporary appointment:

- (a) For a maximum of 30 work days in the aggregate in any twelve months during the period with respect to which severance payments were calculated (the severance pay period) except if employment was terminated by mutual agreement under Section 5, Rule 7.01, or for redundancy under Section 8, Rule 7.01.
- (b) For a maximum of 30 work days in the aggregate in any twelve months during the severance pay period and for two years thereafter, if employment was terminated by mutual agreement under Section 5, Rule 7.01, or for redundancy under Section 8, Rule 7.01, except as provided in paragraph 8.04.
- (c) For a maximum of 120 work days in the aggregate in any twelve months thereafter, except as provided in paragraph 8.04.

This paragraph shall not apply to a former staff member whose employment terminated under Rule 7.01, "Ending Employment," as a consequence of ill health.

Reappointment after Receipt of Severance Payments Beginning on or after July 1, 1997

8.04 A staff member who begins receiving severance payments on or after July 1, 1997 under Section 8, Rule 7.01, may not be reappointed to a consultant, local consultant, temporary, or local temporary appointment, except where the Vice President of the hiring unit, with the concurrence of the Program Director, Human Resources, certifies that the skills or experience of the former staff member are essential to the completion of a task and cannot be obtained elsewhere.

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Reappointment after Separation by Mutual Agreement or Bank Group Initiative

8.05 Reemployment in any capacity of a staff member whose employment was terminated by mutual agreement or at the initiative of the Bank Group (including terminations to which paragraph 8.03 applies) requires the written prior authorization of the Manager, Transaction Center; or Human Resources Officer, Appointments, in consultation with the Program Director, Human Resources.

Reappointment after Recovery from Disability

8.06 In the event a staff member who has retired on a disability pension under the provisions of the Staff Retirement Plan recovers, the Bank Group will endeavor to find a position for that person provided that the staff member had a history of satisfactory performance.

Reappointment after Service in a Full-Time Consultant or Full-Time Temporary Appointment

8.07 A staff member who has four or more years of service, whether or not continuous, in a full-time Consultant or full-time Temporary appointment may not be reappointed to either type of appointment, except as provided in paragraph 6.01(b) and (c).