

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 amended, is effective July 1, 1998.

Policy Rationale

1.02 The Bank Group's recruitment policy is to hire staff members of the highest calibre based on criteria determined by the needs of the Bank Group and the requirements of the position, paying due regard to the importance of recruiting staff on as wide a geographical basis as possible.

Applicability

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

Definitions

1.04 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. No new Regular appointments may be made after June 30, 1998.
 - (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
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11-17 for assignment to an Executive Director's office; or (ii) is appointed at any 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. No new Fixed-Term appointments may be made after June 30, 1998.

- (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. No new Part-Time appointments may be made after June 30, 1998.
 - (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. No new Temporary appointments may be made after June 30, 1998.
 - (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. No new Consultant appointments may be made after June 30, 1998.
 - (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. No new Local Staff Regular appointments may be made after June 30, 1998.
 - (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). No new Local Staff Fixed-Term appointments may be made after June 30, 1998.
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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. No new Local Temporary appointments may be made after June 30, 1998.
- (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. No new Local Consultant appointments may be made after June 30, 1998.
- (l) *Open-Ended Appointment* is a full-time or part-time appointment of indefinite duration made after June 30, 1998 except that a staff member who is appointed at any grade for assignment to a position funded from sources other than the Bank Group's administrative budget, may be appointed to a coterminous Open-Ended appointment as provided in paragraph 2.02 (b).
- (m) *Term Appointment* is a full-time or part-time appointment for a specified duration of a minimum of one year and a maximum of four years made after June 30, 1998, 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 grade for assignment to a position funded from sources other than the Bank Group's administrative budget, may be appointed to a coterminous Term appointment as provided in paragraph 2.02.
- (n) *Short Term Temporary Appointment* is a periodic appointment, without benefits, at the equivalent of grades 11-17 for a maximum of 190 days in a twelve month period made after June 30, 1998. Service performed for the Bank Group under a Bank Group appointment or as an employee of another firm will be counted toward the 190 day limit.
- (o) *Short Term Consultant Appointment* is a periodic appointment, without benefits, at the equivalent of grades 18 or above for a maximum of 190 days in a twelve month period made after June 30, 1998. Service performed for the Bank Group under a Bank Group appointment or as an employee of another firm will be counted toward the 190 day limit.

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.
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- (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

- 3.01 (a) **Local Recruitment.** Positions at grades 11-21 or equivalent are subject to local recruitment. In circumstances where (i) required skills cannot be obtained by local recruitment, or (ii) global mobility and international experience are essential, international recruitment may be authorized by the Department Director or equivalent with the concurrence of the Human Resource Account Manager or the IFC Manager, Recruitment.
- (b) **International Recruitment.** Positions at grades 22 and above or equivalent are subject to international recruitment. These are positions where global mobility and international experience are essential. In circumstances where positions do not require global mobility and international experience, local recruitment may be authorized by the Department Director or equivalent with the concurrence of the Human Resources Account Manager or the IFC Manager, Recruitment.

4. LIMITATIONS ON RECRUITMENT AND APPOINTMENT

Age Limitations

4.01 No person under 18 or over 60 years of age may be appointed to an Open-Ended or Term appointment. Candidates for the Young Professionals Program may not have reached their 32nd birthday as of January 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

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them into routine professional contact. A spouse or a domestic partner of a staff member may be assigned to the same field office, provided that neither supervises the other, directly or indirectly, and provided that the Vice President responsible for the field office, in consultation with the Manager, Human Resources Service Center, approves the assignment.

Close Relatives

4.03 A staff member, including the President, an Executive Director, an Alternate, or an Adviser is required to inform the Manager, Human Resources Service Center when he learns that a close relative described in subparagraph (a) or (b) is working or applying for employment with the Bank Group. This paragraph applies to close relatives that perform service for the Bank Group under a Bank Group appointment or as an employee of another firm. The term *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.

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

<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		

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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 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 Except where otherwise specified in this text, before an appointment to the staff of the Bank Group becomes effective, the Director, Health Services Department, or a Health Services Physician, shall have cleared the person for any Open-Ended or Term appointment 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 Bank Group benefits. Staff members who have been selected for an Open-Ended or Term appointment are not required to receive medical clearance upon conversion to another appointment type if they have already received prior medical clearance and service is continuous.

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 Services; or Manager, Human Resources Service Center; or a designated official. The Manager, Recruitment, in consultation with the manager responsible for the position and the appropriate network or equivalent mechanism; 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 Services; or Manager, Human Resources Service Center; or a designated official. The letter shall establish conditions for employment which must be met 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

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5.05 The Vice President, Human Resources Services, the Manager, Human Resources Service Center, the IFC Manager, Recruitment, 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 Consultant, Temporary, Local Consultant, or Local Temporary appointment may not be extended beyond December 31, 2000.
- (c) A Special Assignment appointment may be extended up to a maximum of four years by the manager responsible for the position with the approval of the releasing organization.
- (d) A Fixed-Term or Local Staff Fixed-Term appointment may not be extended.

7. CHANGES IN TYPES OF APPOINTMENT

7.01 Except as provided in paragraph 7.02, the manager responsible for a position, with the concurrence of the Human Resource Account Manager; 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, including clearance by the appropriate Sector Board or Staffing Group, where applicable, and the staff member agrees to the change of appointment. A staff member being converted from a Regular, Open-Ended, or Local Staff Regular appointment to a Term appointment must agree to the conversion in writing.

7.02 Change of appointment to or from a Special Assignment appointment requires a new appointment. Change of appointment to or from an Open-Ended, Term, Regular, Fixed-Term, Local Staff Regular, or Local Staff Fixed-Term appointment and the following appointment types requires a new appointment: (i) a less than full time or less than 6 months Temporary, Local Staff Temporary, Consultant, or Local Staff Consultant appointment; (ii) a Short Term Temporary appointment; or (iii) a Short Term Consultant appointment.

8. REAPPOINTMENT

Reappointment after Resignation

8.01 A staff member who held an Open-Ended, Term, Regular, Fixed-Term, Part-Time, 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 to:

- (a) a Short Term Consultant or Short Term Temporary appointment; or
- (b) any other appointment one year after the effective date of the resignation if the former staff member is selected on a competitive basis against qualified external candidates, or two years after the effective date of the resignation if the Bank Group has incurred resettlement expenses on behalf of the staff member. In exceptional circumstances, the manager responsible for the position, in consultation with the Manager, Human Resources Service Center may authorize a reappointment before these time limits have expired.

Reappointment after Retirement

8.02 A former staff member who is receiving a pension under the Staff Retirement Plan may not be reappointed to an Open-Ended or Term appointment. Except as provided in paragraphs 8.04, 8.05, 8.06, 8.07, and 8.08, such a staff member may be reappointed to a Short Term Consultant or Short Term Temporary appointment, for periods not to exceed 190 work days in any twelve-month period. Service performed for the Bank Group under a Bank Group appointment or as an employee of another firm will be counted toward the 190-work-day limit.

Reappointment after Receipt of Severance Payments Under Redundancy Provisions or 1987-88 Reorganization

8.03 A former staff member whose employment terminated with the payment of severance payments under the redundancy provisions of Rule 7.01, section 8, or with the receipt of the Standard or the Enhanced Separation Package pursuant to the 1987-88 Reorganization, may not be reappointed to an Open-Ended or Term appointment.

8.04 A former staff member whose employment terminated under the redundancy provisions of Rule 7.01, section 8 with severance payments commencing before July 1, 1997, or with the receipt of the Standard or the Enhanced Separation Package pursuant to the 1987-88 Reorganization, may be reappointed to a Short Term Consultant or Short Term Temporary appointment for the following periods:

- (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 and for two years thereafter; and
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- (b) for a maximum of 120 work days in the aggregate in any twelve months thereafter.

8.05 A former staff member whose employment terminated under the redundancy provisions of Rule 7.01, section 8 with severance payments commencing on or after July 1, 1997, may be reappointed to a Short Term Consultant or Short Term Temporary appointment for the following periods, but only if the Vice President of the hiring unit, with the concurrence of the Manager, Human Resources Service Center, certifies that the skills or experience of the former staff member are essential to the completion of a task and cannot be obtained elsewhere:

- (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 and for two years thereafter; and
- (b) for a maximum of 120 work days in the aggregate in any twelve months thereafter.

8.06 Service performed for the Bank Group under a Bank Group appointment or as an employee of another firm will be counted toward the work day limits described in paragraphs 8.04 and 8.05.

Reappointment after Separation by Mutual Agreement

8.07 A former staff member whose employment terminated with payment of severance under mutually agreed separation provisions of Rule 7.01, section 5, may not be reappointed to an Open-Ended or Term appointment. Such a former staff member may be reappointed to a Short Term Consultant or Short Term Temporary appointment for the following periods:

- (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; and
- (b) for a maximum of 120 work days in the aggregate in any twelve months thereafter.

8.08 Service performed for the Bank Group under a Bank Group appointment or as an employee of another firm will be counted toward the work day limits described in paragraph 8.07.

Reappointment after Termination for Misconduct, Unsatisfactory Performance and Non-Confirmation of Appointment

8.09 A former staff member whose employment terminated because of non-confirmation of appointment under Rule 7.01, section 6, for misconduct under Rule 7.01, section 10, or for unsatisfactory performance under Rule 7.01, section 11, may not be reappointed to any appointment.

Reappointment after Recovery from Disability

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8.10 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.

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