World Bank Group Directive

Staff Rule 4.01 - Appointment

Bank Access to Information Policy Designation
Public

Catalogue Number
HRDVP3.1-DIR.69

Issued
December 31, 2015

Effective
January 1, 2016

Retired
December 18, 2019

Content
Staff Rule 4.01, Paragraph 5.01, has been revised to increase the maximum age for hiring candidates to an Open-Ended or Term appointment from 61 to 66.

Applicable to
IBRD, IFC, IDA, MIGA, ICSID

Issuer
World Bank Group Human Resources Vice President, HRDVP

Sponsor
Manager, Compensation and Benefits, HRDCB
Directive: Staff Rule 4.01 - Appointment

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12/31/2015

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1/1/2016

Last Revised On

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SECTION I - PURPOSE AND APPLICATION

01. Subject and Applicability

Subject and Policy Rationale

1.01 This Rule sets forth provisions governing the Bank Group's recruitment and appointment of staff. The Bank Group's recruitment policy is to recruit staff members of the highest caliber through a competitive selection process 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 a diverse basis. This Rule was most recently amended on December 31, 2015.

Applicability

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

SECTION II - DEFINITIONS

N/A

SECTION III - SCOPE

01. Subject and Applicability

Subject and Policy Rationale

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Applicability

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

02. 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 made before July 1, 1998.

b. Local Staff Regular Appointment is a full-time appointment of indefinite duration, made before July 1, 1998, of a person recruited to serve at a Bank Group country office.

c. Open-Ended Appointment is an appointment of indefinite duration made after June 30, 1998.

d. Term Appointment is an appointment for a specified duration of a minimum of one year and a maximum of five years per appointment except:

i. a staff member who joins the Bank Group under the Junior Professional Associate Program can be appointed for a maximum of two years, and;

ii. for a staff member appointed to an Administrative Client Support position in the Executive Directors' offices whose appointment will end with the term of an Executive Director unless the Executive Director decides that the appointment will be renewed, extended or terminated at an earlier date.

e. An Executive Director's Advisor appointment is coterminous with the term of an Executive Director unless the Executive Director decides that the appointment will be renewed, extended or
terminated at an earlier date.

f. **Special Assignment Appointment** is a full-time appointment without pay, and, except as approved by the Manager, HR Operations, or a designated official, without benefits, 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.

g. **Extended Term Temporary Appointment** is a full-time appointment at the equivalent of Grades A - D for a minimum of one year, renewable for a second year, subject to a lifetime maximum of two years for all Extended Term appointments. Notwithstanding the above, if the manager of an ETT establishes a compelling business case that the ETT possesses highly specialized skills and/or experience, critical to the business, that cannot reasonably be obtained from others, the Vice President of the hiring unit may decide to allow an ETT appointment for up to an additional third year.

h. **Extended Term Consultant Appointment** is a full-time appointment at the equivalent of grade GE or above for a minimum of one year, renewable for a second year, subject to a lifetime maximum of two years for all Extended Term appointments. Notwithstanding the above, if the manager of an ETC establishes a compelling business case that the ETC possesses highly specialized skills and/or experience, critical to the business, that cannot reasonably be obtained from others, the Vice President of the hiring unit may decide to allow an ETC appointment for up to an additional third year.

i. **Short Term Temporary Appointment** is a periodic appointment, with or without pay and without benefits, at the equivalent of grades GA-GD for a maximum of 1,200 hours inclusive of overtime in a fiscal year. Service performed for the Bank Group under a Bank Group appointment will be counted towards the 1,200 hour limit. In the case of a former staff member, service performed for the Bank Group through a vendor or temporary agency will be counted towards the 1,200 hour limit.

j. **Short Term Consultant Appointment** is a periodic appointment, with or without pay and without benefits, at the equivalent of grades GE or above for a maximum of 150 days in a fiscal year. Service performed for the Bank Group under a Bank Group appointment will be counted towards the 150 day limit. In the case of a former staff member, service performed for the Bank Group through a vendor or temporary agency will be counted towards the 150 day limit.

### 03. Recruitment

3.01 See below:

a. **Local Recruitment.** Positions at grades GA-GE or equivalent are subject to local recruitment. These are positions where global mobility and international experience are not essential. 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 Senior Manager with the concurrence of the Manager, Human Resources Team or the Director, World Bank Group Client Services. Positions in country offices, irrespective of level, are subject to local recruitment. Local recruitment in country offices ensures depth of country knowledge and practice and is the critical complement to international recruitment.

b. **International Recruitment.** Positions at grades GF or equivalent and above 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 Senior Manager with the concurrence of the Manager, Human Resources Team or the Director, World Bank Group Client Services. Positions in country offices, irrespective of level, are subject to local recruitment.

### 04. Appointment
Offer of Appointment

4.01 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 his/her designee. The letter establishes conditions for employment which must be met by the selected candidate prior to entry on duty and includes the appointment type, entry on duty date, entry level salary, and, where applicable, grade and probationary period.

Acceptance of Appointment

4.02 An appointment is accepted upon receipt by the Bank Group of the countersigned letter of appointment by the selected candidate.

Withdrawal of Offer of Appointment

4.03 The official who issued a letter of appointment may withdraw a letter of appointment before it has been accepted or before conditions precedent to the selected candidate’s entry on duty have been met.

05. Limitations on Appointment

Age Limitations

5.01 Persons who have reached their 18th birthday and have not reached their 66th birthday may be appointed to an Open-Ended or Term appointment. Candidates for the Junior Professional Associate’s Program may not have reached their 29th birthday at the time of appointment. Candidates for the Junior Professional Officer's Program may not exceed age 32 at the time of appointment. Candidates joining the Young Professionals Program may not have reached their 32nd birthday as of September 30 in a given selection year, unless otherwise determined by the Administrator, Young Professionals Program.

Spouses and Domestic Partners

5.02 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, department or sector unit, if neither supervises the other, directly or indirectly, and their duties are not likely to bring them into routine professional contact. A spouse or a domestic partner of a staff member may be assigned to the same country office, provided that neither supervises the other, directly or indirectly, and provided that the Vice President responsible for the country office, in consultation with the Manager, Human Resources Operations or the Director, WBG Client Services, approves the assignment.

Close Relatives

5.03 A staff member is required to inform the Manager, Human Resources Operations when s/he learns that his/her Category I or Category II relative (Close Relative) is working or applying for employment with the Bank Group. This applies to close relatives who perform services for the Bank Group under a Bank Group appointment or as an employee of a firm, and to the close relatives of Executive Directors, Alternate Executive Directors, and Senior Advisors to the Executive Director. 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 uncle or aunt is not a close relative by reason of the marriage.

a. Category I Relatives. The following Close Relatives, including relatives by blood or adoption, are not eligible for employment:

   Mother Son
   Father Daughter
   Sister Aunt
   Half-sister Uncle
   Brother Niece
b. **Category II Relatives.** The following Close Relatives, including relatives by adoption, and domestic partners of close relatives are eligible for employment provided that 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:

<table>
<thead>
<tr>
<th>Whole Step</th>
<th>Half Domestic</th>
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<tbody>
<tr>
<td>Relationships</td>
<td>Relationships</td>
</tr>
<tr>
<td>Daughter-in-law</td>
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<tr>
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<td>Grandson</td>
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<td>Cousin</td>
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</tbody>
</table>

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

5.04 Staff members may not recommend the appointment of a spouse, domestic partner, close relative, or a domestic partner of a close relative. A staff member who tries to influence such an appointment may be subject to proceedings pursuant to Rule 3.00: Office of Ethics and Business Conduct and such advocacy will render the applicant ineligible for employment.

**Conflict of Interest**

5.05 The selecting manager must ensure that the proposed employment is consistent with Principle 3 under the Principles of Staff Employment, "General Obligations of Staff Members," Rule 3.01, "Standards of Professional Conduct" and Rule 3.02 "Employment Outside the Bank Group." In case of doubt, the selecting manager should consult with his/her senior manager and with the Office of Ethics and Business Conduct as to the suitability of the appointment.

**Visas**

5.06 Visa, when used with reference to an appointment in the United States (U.S.), includes refugee status, asylum and parole. Visa requirements are as follows:

- a. Staff members assigned to a position in the U.S., who are not citizens of the U.S., 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 the U.S. 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**
5.07 For positions subject to international recruitment under an Open-ended or Term appointment where the initial duty station on appointment will be a Country Office, the candidate and accompanying eligible dependents, must have obtained medical clearance from the Director, Health Services Department, or a Health Services Physician before the appointment becomes effective.

Security Clearance

5.08 Before an appointment to the staff of the Bank Group becomes effective, Corporate Security, General Services Department, must complete a pre-employment security screening as described in AMS 6.52 for the selected candidate for any Open-Ended, Term, Extended Term Consultant, Extended Term Temporary or for a Special Assignment appointment except as provided in paragraph 5.09 of this rule. Pre-employment security screening may also be required for appointments to short term, temporary, and short term consultant appointments in certain business units or for certain functions as described in AMS 6.52. Security screening is not required upon changing to another appointment type or for reappointment following termination, if the staff member has completed prior security screening within the prior five years.

5.09 Security screening may be completed after an appointment becomes effective only if the hiring manager and the staff member have both acknowledged and agreed in writing that if the staff member fails the Pre-employment Screening, his/her employment may be terminated immediately, without severance or resettlement benefits. A staff member's access to confidential data systems may be restricted until the pre-employment security screening has been completed.

06. Extensions

6.01 See below:

a. A Term appointment may be extended for any period by the manager responsible for the position, provided that any given extension does not exceed five years. The number of successive extensions or renewals of appointments of less than one year within the same VPU is limited to three.

b. A Junior Professional Associate holds a term appointment which is subject to a maximum of two years and may not be extended.

c. A Junior Professional Officer appointment is a term appointment with external funding. The initial appointment is for one year, with an extension for an additional one or two years.

d. An Extended Term Consultant or an Extended Term Temporary appointment may be extended by the manager responsible for the position, subject to the appointment's maximum duration of two years.

07. Changes in Types of Appointment

7.01 The manager of the staff member's manager, at Director level or above, (in the case of IFC, as delegated by the IFC Executive Vice President and CEO) may authorize a staff member's change from one type of appointment to another provided that the staff member meets the eligibility criteria for the type of appointment to which the staff member is changing, 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 changing from a Regular, Open-Ended, or Local Staff Regular appointment to a Term appointment must agree to the change in writing. A staff member holding a Regular, Open-Ended, Local Staff Regular or Term appointment may not change to an Extended Term Consultant or Extended Term Temporary appointment.

08. Reappointment

Reappointment after Resignation or Expiration of Term Appointment

8.01 A staff member who held a Regular, Local Staff Regular, Open-Ended, Fixed-Term, Local Staff Fixed-Term or Term appointment, whose performance was fully satisfactory, and whose employment with the Bank Group ended by resignation or on the expiration of the Term, Fixed-Term or Local Fixed-Term appointment, may be reappointed to:
a. a Short Term Consultant or Short Term Temporary appointment; or

b. any other appointment, unless the Bank Group has incurred resettlement expenses on behalf of the staff member, in which case such reappointment may not occur until two years after the effective date of his/her termination.

In exceptional circumstances, the manager responsible for the position, in consultation with the Manager, Human Resources Operations, or the Director, WBG Client Services, may authorize a reappointment before these time limits have expired.

A staff member who received an Expiration Payment under Staff Rule 7.02, paragraph 13 may not be reappointed to the staff of the Bank Group in any capacity for the period of time equal to the number of months pay included in such payment.

Reappointment after Retirement

8.02 A former staff member is a "retired" staff member for purposes of this Rule if he or she:

a. is receiving a pension annuity under the Staff Retirement Plan; or

b. has reached the mandatory retirement age.

Except as provided in paragraphs 8.03 and 8.04, a retired staff member may be reappointed to a Short Term Consultant or Short Term Temporary appointment and may work up to 150 days or 1,200 hours per fiscal year. Service performed for the Bank Group by a former staff member, as an employee of a firm, regardless of the source of funding, will contribute towards that staff member's maximum service as an STT or STC appointment. The Bank, IFC and MIGA may further limit reappointment of retirees as they see fit to meet business needs.

In exceptional circumstances the Manager, Human Resources Operations, or the Director, WBG Client Services, may authorize an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary reappointment after retirement.

Reappointment After Redundancy

8.03 The provisions for reappointment after redundancy are as follows:

a. A former staff member whose employment terminated with severance payments effective on or after July 1, 1997 as a result of redundancy may not be reappointed to an Open-Ended, Term, Extended Term Consultant, Extended Term Temporary, Short Term Consultant or Short Term Temporary appointment.

b. A former staff member whose employment terminated with severance payments effective before July 1, 1997 as a result of redundancy may not be reappointed to an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary appointment, but may be reappointed as a Short Term Consultant or Short Term Temporary for up to 120 days per fiscal year. Service performed for the Bank Group under a Bank Group appointment or as an employee of a firm, regardless of the source of funding, will count toward this limit.

c. A former staff member whose employment terminated as a result of redundancy but who waived severance payments may be reappointed in accordance with paragraphs 8.01 and 8.02.

Reappointment After Mutually Agreed Separation

8.04 A former staff member whose employment terminated with severance payments under mutually agreed separation may not be reappointed to an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary appointment, but may be reappointed as a Short Term Consultant or Short Term Temporary as follows:

a. For a maximum of 30 days in the fiscal year during which separation took place, 30 days in the next fiscal year, and 150 days per fiscal year thereafter. Service performed for the Bank Group
under a Bank Group appointment or as an employee of a firm, regardless of the source of funding, will count toward this limit.

b. A former staff member whose employment terminated as a result of a mutually agreed separation but who waived severance payments may be reappointed in accordance with paragraphs 8.01 and 8.02.

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

8.05 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.

Reappointment after Recovery from Disability

8.06 In the event that a staff member who has retired on a disability pension under the provisions of the Staff Retirement Plan, or who has terminated employment under the provisions of the Bank Group's Disability Program in accordance to Staff Rule 6.22 recovers from disability, said staff member is eligible to seek reappointment via competitive selection for any Bank Group vacancy that he or she deems suitable.

SECTION IV - EXCEPTION

No exceptions are expressly allowed by the directive, so no authority for them is required.

SECTION V - WAIVER

Waiver of any Provision of this Directive requires approval of the World Bank Group Human Resources Vice President, HRDVP.

SECTION VI - OTHER PROVISIONS

N/A

SECTION VII - TEMPORARY PROVISIONS

N/A

SECTION VIII - EFFECTIVE DATE

Effective date for this is 1/1/2016

SECTION IX - ISSUER

World Bank Group Human Resources Vice President, HRDVP

SECTION X - SPONSOR