

# Contract Agents 3b

## Employment Conditions and Net Salary Simulations

Successful applicants will be offered an employment contract as a Contract Agent 3b in the Function Group they applied for and the grade as determined on the basis of proven qualifications and professional experience in line with applicable implementing rules, see [Commission Decision C\(2017\)6760](#).

### **Grading**

- in function group II:

<b>Length of qualification and professional experience</b>	<b>Grade</b>
Less than 5 years	4
5 years or more	5

- in function group III:

<b>Length of qualification and professional experience</b>	<b>Grade</b>
Less than 5 years	8
Between 5 years and 15 years	9
15 years or more	10

- in function group IV:

<b>Length of qualification and professional experience</b>	<b>Grade</b>
Less than 5 years	13
Between 5 years and 17 years	14
17 years or more	16

### **Duration of contract**

The contract may be renewed for one to three years (Contract Agent 3b contracts in the European Commission may in no case exceed 6 years in total).

## **Pay components**

Your net pay is the result of your basic salary, rights and allowances, contributions and taxes. The primary component of your pay is your **basic salary**. The amount varies depending on your staff category and grade. Payment of salaries shall be made on the fifteenth day of each month for the current month (12 monthly payments per year).

The financial entitlements are governed by the [Staff Regulations of officials and the Conditions of Employment of other servants of the European Union](#).

- **Allowances and benefits**

A number of allowances may be added to your pay:

- family benefits (household, dependent child, school allowances, etc.)
- entry into service and mobility allowances (expatriation, foreign residence, etc.)
- other benefits (annual travel, daily subsistence, etc.)
- end of service (resettlement, etc.)

- **Contributions and taxes**

A deduction is also made from your salary at source.

Social security contributions (% of basic salary):

- pension (10,10%)
- health insurance (1,70%)
- accident cover (0,10%)
- unemployment insurance (0,81%)

Taxes:

- income tax (levied progressively at a rate of between 8% and 45% of the taxable portion of the salary)
- solidarity levy (rate 6%)

- **Salary correction coefficient**

The pay is weighted by applying a correction coefficient based on the cost of living at the place of employment where you are posted.

<b>Place of employment</b>	<b>Correction Coefficients</b>
Brussels and Geel	100,0
Ispra	92,0
Karlsruhe	95,6
Seville	97,4
Petten	109,8

- **Expatriation allowance**

The expatriation allowance is paid to staff members who are not and have never been nationals of the State in whose territory the place where they are employed is situated, and who during the 5 years ending 6 months before they entered the service did not habitually reside or carry on their main occupation within the territory of that State. The expatriation allowance is equal to 16% of the total amount of the basic salary plus household allowance and the dependent child allowance.

## NET SALARY SIMULATIONS

**IMPORTANT: The below simulations are purely indicative. Individual rights and the exact salary will be determined by the Paymaster Office (PMO) on entry into service based upon the exact situation of each staff member.**

The correction coefficient for the below simulations is set at 100. The net salary simulations include possible allowances and benefits, deduction of contributions and taxes.

Monthly Net Pay without expatriation allowances	FGII		FGIII			FG IV		
	Grade 4	Grade 5	Grade 8	Grade 9	Grade 10	Grade 13	Grade 14	Grade 16
Single	€ 2,074	€ 2,345	€ 2,653	€ 3,000	€ 3,271	€ 3,271	€ 3,537	€ 4,419
Married or in registered partnership	€ 2,331	€ 2,609	€ 2,923	€ 3,271	€ 3,439	€ 3,439	€ 3,835	€ 4,741
Single parent, 1 dependent child	€ 2,791	€ 3,068	€ 3,279	€ 3,610	€ 3,984	€ 3,984	€ 4,389	€ 5,332
Married or in registered partnership, 2 dependent children	€ 3,250	€ 3,519	€ 3,812	€ 4,143	€ 4,517	€ 4,517	€ 4,924	€ 5,886

Monthly Net Pay with expatriation allowance 16%	FGII		FGIII			FG IV		
	Grade 4	Grade 5	Grade 8	Grade 9	Grade 10	Grade 13	Grade 14	Grade 16
Single	€ 2,697	€ 2,968	€ 3,271	€ 3,416	€ 3,774	€ 3,744	€ 4,239	€ 5,318
Married or in registered partnership	€ 2,954	€ 3,232	€ 3,369	€ 3,695	€ 4,105	€ 4,105	€ 4,585	€ 5,692
Single parent, 1 dependent child	€ 3,351	€ 3,609	€ 3,902	€ 4,276	€ 4,724	€ 4,724	€ 5,212	€ 6,355
Married or in registered partnership, 2 dependent children	€ 3,873	€ 4,142	€ 4,487	€ 4,883	€ 5,330	€ 5,330	€ 5,820	€ 6,984

The various components of the net pay are updated every year to keep the net pay in line with movements in public sector pay in the Member States.

The remuneration, pensions and correction coefficients have been last updated in December 2022 with retroactive effect as from 1st July 2022.

# Working Conditions and Environment

**IMPORTANT: The information below provides an overview of the working conditions and environment, including the services available to facilitate the arrival and integration in the country. More detail on any topic can be obtained in case of specific interest.**

## **Working Conditions**

### **a) Working time**

Working time is 8 hours per day on average (40 hours per week) and in principle, no more than 10 hours per day. A full working day is 8 hours and a half working day is 4 hours. Staff shall work mainly between 8.00 and 19.00 with the possibility to start working at 7:00 and ending at 20:30, from Monday to Friday.

### **b) Flexible working hours**

The default working-time arrangement for Commission staff is flexitime, which allows staff to vary the time at which they start and end their working day, and offset or recuperate additional hours worked. This is to allow staff to choose their working hours so to better reconcile their professional and private needs. In addition, flexitime allows distributing unevenly the 40 hours per week over the five working days. Only half days or full days may be recuperated. Recuperation is not a right and always depends on the approval of the hierarchy and service needs. It may not be taken more than two full days or four half days of recuperation per calendar month.

### **c) Telework**

Staff whose tasks are compatible with teleworking may perform part of their working time remotely, by reaching an arrangement with their line manager.

*Teleworking at the place of employment:* Up to 20% of teleworking is a right, between 20% and 60% of teleworking can be agreed with the line manager, more than 60% may be authorised when necessary in the interests of the service.

*Teleworking outside the place of employment:* Up to 10 working days per calendar year, upon request via Sysper and subject to the authorisation by the line manager. In exceptional circumstances, such as duly documented imperative family reasons, telework outside the place of employment might be authorised for one month, and renewed under the same conditions.

## **Leave and Absences**

Staff is entitled to other leave according to specific conditions and procedures. Such leave include:

- a) Annual leaves:** Staff is entitled to 2 working days' leave for each complete month of service and for a maximum of 24 days of basic annual leave per year. Staff could be entitled to a number of days' leave in addition to the basic entitlement depending on the grade and age, and of additional 2 ½ days of supplementary home leave granted every year to staff entitled to the expatriation or foreign residence allowance for the purpose of visiting their home country.
- b) Special Leave:** granted in exceptional circumstances (e.g. family or medical reasons, training, trade union activities, etc ...) and on the basis of a duly substantiated application. It must be taken at the time of the event giving rise to it.
- c) Maternity leave:** 20 weeks, starting at the earliest six weeks before the birth of the baby ending at the earliest 14 weeks after the date. In the case of multiple births, premature birth or the birth of a handicapped disabled or seriously ill child, the maternity leave entitlement is 24 weeks.
- d) Time allowed for breastfeeding:** up to 2 hours a day, can be considered as working time, and must be taken around lunch time and in agreement with the direct supervisor.

- e) **Birth of a child of an official:** 10 working days per child; 12 working days in the case of multiple births (twins, triplets, etc.); and 20 days, based on the opinion of the Medical Service, in the event of the birth of a disabled or seriously ill child.
- f) **Part time work:** staff may apply to their Appointing Authority for authorisation to different formulas of work part-time under certain conditions.
- g) **Parental leave:** 6 months of base parental leave plus 6 months of parental leave extension for each child, to be taken during the first 12 years after the birth or adoption of the child. Staff on parental leave do not receive a salary, but are entitled to a special “parental leave” allowance. No paid work is allowed during parental leave.
- h) **Family leave:** maximum of 9 months (full-time family leave) or 18 months (part-time family leave) over the entire career. No paid work is allowed during family leave. Entitlement to family leave can be granted to care for a seriously ill or disabled spouse, relative in the ascending or descending line or brother or sister. Staff on family leave do not receive a salary, but are entitled to a special 'family leave' allowance.
- i) **Sick leave:** The Commission has an overarching objective to ensure that staff members stay healthy and able to perform their duties in the best possible conditions. The new policy on sickness absence management contributes to this objective and has been developed in full complementarity with other health and social policies within the Commission.
- j) **Leave on personal grounds:** Different rules apply to the leave on personal grounds (CCP) for officials, and to the unpaid leave on compelling personal grounds for temporary and contract staff.

### **Special Indemnities Service**

The nature of certain JRC activities may require to work under arduous working conditions, to remain on stand-by duty outside normal working hours, or to work regularly on shifts at night, weekends and public holidays. For these specific activities, staff have the right to a compensation, according to relevant Regulations.

### **JSIS sickness insurance (<https://ec.europa.eu/pmo/guide/jsis.html>)**

Officials, contractual agents and temporary staff are covered by the European Commission's Joint Sickness Insurance Scheme (JSIS). Coverage of families depend on the occupational situation of the member's spouse.

### **A diverse and inclusive working culture**

Equality has been one of the core values of the European Union since its foundation. Throughout the years, the Commission has strengthened its commitment to ensuring 'equality for all and equality in all of its senses'. This is currently one of the major priorities of the 2019-2024 European Commission.

Diversity includes age, socio-economic background, gender, sexual orientation, disability status, racial or ethnic background, religion or belief, as well as nationality, cognitive diversity, employment status, and all other characteristics that make us unique. By appreciating, protecting and fostering a diversity of backgrounds and experiences in the Commission, the Commission seeks to create an inclusive culture in which all individuals feel that they belong, that they are valued for their contributions, and that they have the same opportunities to thrive.

More info: [https://ec.europa.eu/info/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-diversity-and-inclusion\\_en](https://ec.europa.eu/info/about-european-commission/organisational-structure/people-first-modernising-european-commission/people-first-diversity-and-inclusion_en)

## Wellbeing

The Commission has a corporate health and wellbeing Action Plan, called “**Be Well at Work**” to ensure a healthy working environment, and support the overall health and wellbeing of staff. The Plan focuses on three pillars:

1. **Be Well Physically:** Commission supports staff in taking care of their health, by raising awareness of healthy lifestyle choices, promoting illness prevention, support reintegration into workplace following a long absence due to illness. The Commission also offers access to physical activities and provides ergonomic equipment and advice.
2. **Be Well Mentally:** Commission promotes the importance of feeling positive at work and offer services to staff who may need support (e.g. psychological and social help provided free of charge and in complete confidentiality).
3. **Be Well at the Workplace:** Commission promotes modern, inclusive, collaborative and efficient public administration keeping well-being and green principles in mind. Commission also promotes integration into the workplace as well as into society. There are more than 50 sport and leisure clubs spread on the different JRC sites. Their main purpose is to promote sport and cultural activities, to develop social relations between members and to help staff and their families to integrate.