

WORLD COUNCIL OF CHURCHES
STAFF RULES

	Current Rules	Proposed Changes
	CHAPTER I : NATURE AND SCOPE	CHAPTER I : NATURE AND SCOPE
	<i>Section 1 : Staff Rules</i>	<i>Section 1 : Staff Rules</i>
1.01	On the authority of the Central Committee of the WCC, the Staff Rules are issued by the Executive Committee, which Committee shall be the only authority competent to make amendments thereto.	
1.02	The purpose of the Staff Rules is to codify the basic principles governing the working relationship between the WCC and its personnel.	
1.03		The Staff Rules are an integral part of the working contract.
	<i>Section 2 : Staff Regulations</i>	<i>Section 2 : Staff Regulations</i>
2.01	The General Secretary of the WCC as Chief Executive Officer shall be responsible for the application of the Rules. He/she shall issue Staff Regulations for this purpose. Changes shall be proposed by such process as the Regulations themselves will define.	The General Secretary of the WCC as Chief Executive Officer shall be responsible for the application of the Rules. He/she shall issue Staff Regulations for this purpose. Amendments to the Staff Rules cannot be made unilaterally and immediately insofar as they would be essential modifications.
2.02	The General Secretary may delegate his/her authority in the application of the Staff Regulations to other personnel of the WCC, either by name or ex officio, in such fields and for such purposes as he/she shall define. He/she shall make copies of Staff Regulations available to the Executive Committee for information.	

	Current Rules	Proposed Changes
	Section 3 : Scope	Section 3 : Scope
I.3.01	The present Rules shall apply to all persons who are employed by the WCC except as indicated in the Staff Regulations. The definition "employed by the WCC" will be found in the Regulations.	The present Rules shall apply to all persons who are employed by the WCC in Switzerland except as indicated in the Staff Regulations. The definition "employed by the WCC" will be found in the Regulations.
I.3.02		For persons employed by the WCC in the regions separate regulations, simplified and adapted to the local needs, will be available.
	CHAPTER II : CONDITIONS OF EMPLOYMENT	CHAPTER II : CONDITIONS OF EMPLOYMENT
	Section 1 : Appointment	Section 1 : Appointment
II 1.01	According to the Constitution of the WCC the General Secretary shall be elected by the Central Committee. In addition to the General Secretary the Central Committee shall itself elect one or more Deputy General Secretaries, and the Executive Directors.	
II 1.02	Except as provided in WCC Rules (Constitution and Rules, Rule IX), appointments of Programme Staff shall be subject to the approval of the Executive Committee on the recommendation of the General Secretary. The Central Committee delegates to the General Secretary the authority to appoint Specialized, Administrative and House Staff.	Except as provided in WCC Rules (Constitution and Rules, Rule XII), appointments of Programme Staff shall be subject to the approval of the Executive Committee on the recommendation of the General Secretary. The Central Committee delegates to the General Secretary the authority to appoint Specialized, Administrative and House Staff.
II.1.02a		Programme consultants, to supervise a time-limited programme depending on designated contributions, may be appointed by the General Secretary.

	Current Rules	Proposed Changes
II 1.03	Subject to the primary need for competence, regard shall be paid to the importance of recruiting the personnel on as wide a geographical and confessional basis as possible and without distinction as to race or sex. Commitment to the aims and spirit of the WCC is essential in staff responsible for programmes.	(Note: this article needs further discussion: (a) the legal advisor suggested an explicit reference to the law on the equality between women and men of March 1995 and (b) internally, it was felt necessary to sharpen the profile of staff.)
II 1.04	All vacancies shall be made known to staff to allow for internal applications, which shall be given careful consideration.	All vacancies shall also be made known to staff to allow for internal applications, which shall be given careful consideration. (Note: this does not imply giving privilege to internal candidates.)
II 1.05	Every appointment shall be recorded in a written contract setting out the conditions of employment.	
	Section 2 : Classification of Posts and Grading	Section 2 : Classification of Posts and Grading
II 2.01	Every post shall be classified by generic staff roles, as set out in the Staff Regulations.	
II 2.02	The classification of posts shall be periodically reviewed including when the occupant of the post changes.	
II 2.03	The generic role of a staff member shall depend on the generic role of the post he/she holds.	
II 2.04	The General Secretary may move personnel from one generic role to another in accordance with the provisions of the Staff Regulations.	

	Current Rules	Proposed Changes
I 2.05	A formalised performance appraisal system shall be introduced in order to evaluate annually the performance of personnel.	
	Section 3 : Leave	Section 3 : Leave
II 3.01	Personnel are entitled to annual leave, sick leave and maternity leave.	
II 3.02	Personnel may be entitled to special leave.	
II 3.03	The Staff Regulations lay down the conditions for granting all such leave.	
II 3.04	The Staff Regulations lay down the official holidays to which personnel are entitled.	
	Section 4 : Hours of Work	Section 4 : Hours of Work
II 4.01	The General Secretary shall fix the working hours of the Council.	
	Section 5 : Obligations	Section 5 : Obligations
II 5.01	In the discharge of their responsibilities as staff members, personnel are subject to the authority of the General Secretary and shall ultimately be responsible to him/her.	
II 5.02	Personnel shall refrain from any act or activity which is incompatible with their responsibility as staff members.	Personnel shall refrain from any act or activity which is incompatible with their responsibility as staff members and be “self-restrained” (i.e. watch what they say to third parties, in French, “devoir de reserve”) .
II 5.03	WCC personnel do not enjoy any diplomatic privileges or immunity from national laws.	

	Current Rules	Proposed Changes
II 5.04	Any copyright on work done by staff in the course of their official duties shall be vested in the WCC, unless otherwise agreed. Arrangements regarding honoraria shall be laid down in the Staff Regulations.	
	Section 6 : Termination of Contract	Section 6 : Termination of Contract
II 6.01	The Staff Regulations shall lay down the conditions under which employment will come to an end and the procedures to be followed.	
	CHAPTER III : FINANCIAL CONDITIONS	CHAPTER III : FINANCIAL CONDITIONS
	Section 1 : Salaries, Supplements, Allowances, Grants, Reimbursements	Section 1 : Salaries, Supplements, Allowances, Grants, Reimbursements
III 1.01	The salary scale of personnel shall be authorized by the Executive Committee on recommendation of the General Secretary through the Finance Committee and shall be reviewed periodically with a view to making appropriate adjustment.	
III 1.02	Provisions shall also be made for a system of supplements, allowances, grants and reimbursements. The Staff Regulations shall lay down the conditions and terms on which they shall be paid.	
	CHAPTER IV: SOCIAL SECURITY	CHAPTER IV: SOCIAL SECURITY
IV 1.01	Social security provisions shall be made for the purpose of safeguarding the personnel against the economic consequences of illness, accidents, disability, old age and death.	

	Current Rules	Proposed Changes
IV 1.02	The Staff Regulations shall set out the conditions and terms of these provisions.	
	CHAPTER V : RELATIONS WITH THE PERSONNEL	CHAPTER V : RELATIONS WITH THE PERSONNEL
V 1.01	There shall be a Staff Representative Group, elected by the personnel, which shall represent staff interests to the General Secretary. This provision shall not affect the right of individual staff members to address themselves directly to the General Secretary or of the General Secretary to consult any staff member.	
	CHAPTER VI : DISCIPLINARY MEASURES, DISPUTES AND APPEALS	CHAPTER VI : DISCIPLINARY MEASURES, DISPUTES AND APPEALS
	<i>Section 1 : Disciplinary Measures</i>	<i>Section 1 : Disciplinary Measures</i>
VI 1.01	The General Secretary may, after consulting an Advisory Disciplinary Board, take disciplinary measures against a staff member who is considered to be guilty of negligence or of fault in the fulfilment of his/her obligations towards the WCC.	
VI 1.02	The staff member concerned has the right to be heard by the Advisory Disciplinary Board personally before recommendations are made to the General Secretary.	

	Current Rules	Proposed Changes
VI 1.03	While investigations by the Advisory Disciplinary Board are in progress, the General Secretary may suspend the staff member concerned whose salary, however, shall be continued to be paid to him/her.	
VI 1.04	Disciplinary measures may take the form of a warning, a written reprimand, suspension, reassignment, dismissal, or summary dismissal on legitimate grounds in accordance with Art. 337 of the Swiss Code of Obligations.	(Note: The legal advisor suggested that we make it clearer that summary dismissals can take place without having the obligation to respect the sequence of reprimanding and suspending.)
VI 1.05	The staff member concerned shall have the right to appeal against the recommendations made to the General Secretary as under Section 2 below.	
	Section 2: Disputes and Appeals	Section 2: Disputes and Appeals
VI 2.01	Every staff member shall have the right to the reconsideration of a disciplinary measure or of a decision concerning him/her taken in pursuance of the Staff Rules and Regulations and which he/she regards as unjust before an Advisory Appeals Board.	
VI 2.02	The Staff Regulations shall lay down the composition and procedures of the Advisory Disciplinary Board and the Advisory Appeals Board.	
VI 2.03	Staff members retain the right of recourse to the statutory legal authorities.	
VI 2.04	Final disciplinary decisions leading to dismissal in regard to Programme and Leadership Staff shall be subject to the approval of the Officers of the Central Committee.	