



## WORKING AT CEDEFOP

*Thank you for your interest in Cedefop!*

*Below you will find some information about the working conditions and an overview of the entitlements you may be granted on top of your basic salary depending on your individual situation.*

### Rules

Staff of Cedefop are covered by the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

### Place of employment

Thessaloniki, Greece. Proof of establishing residence in Thessaloniki will be required in accordance with the Staff Regulations (Article 20).

### Contract of employment

Contract of employments can only start on the 1<sup>st</sup> or the 16<sup>th</sup> of the month.

Successful candidates, who are recruited for a contract of at least one year, undergo an initial probation period of 9 months.

The first contract of employment is for a fixed term and may be renewed. The first renewal shall be for a fixed duration, and in case of second renewal, it shall be for an indefinite period. Renewals are subject to the needs of the service, staff member's performance and budget availability .

Before renewal for an indefinite period, Contract Agents FGIV must demonstrate knowledge of a 3<sup>rd</sup> EU language of at least B2 level.

### Remuneration and allowances

The basic salary (12 annual payments) is supplemented with various allowances related to:

- ▣ Place of origin: expatriation or foreign residence allowance, annual travel allowance.
- ▣ Family: household allowance, dependent child allowance, education allowance.
- ▣ Compensation for costs upon entry into service: travel costs on taking up duties, daily subsistence allowance, reimbursement of removal expenses, installation allowance.

The salary is impacted by a weighting factor which varies from country to country. Currently the weighting factor for Greece is 89,4%.

The salaries of staff of the European Institutions are subject to a community tax deducted at source. They are exempt from national tax. There are also deductions for pension, medical insurance, and unemployment.

Here below is the table of the amounts (updated yearly) of basic monthly salaries for each grade and step of **Temporary Agents** in function groups AD and AST referred to in Article 66 of the Staff Regulations:

GRADES	STEPS				
	1	2	3	4	5
16	20.856,62	21.733,04	22.646,29		
15	18.433,77	19.208,39	20.015,53	20.572,40	20.856,62
14	16.292,34	16.976,99	17.690,38	18.182,55	18.433,77
13	14.399,73	15.004,82	15.635,33	16.070,35	16.292,34
12	12.726,95	13.261,75	13.819,04	14.203,49	14.399,73
11	11.248,49	11.721,16	12.213,70	12.553,51	12.726,95
10	9.941,81	10.359,56	10.794,90	11.095,21	11.248,49

9	8.786,88	9.156,12	9.540,89	9.806,31	9.941,81
8	7.766,14	8.092,48	8.432,53	8.667,15	8.786,88
7	6.863,97	7.152,41	7.452,95	7.660,31	7.766,14
6	6.066,59	6.321,53	6.587,16	6.770,43	6.863,97
5	5.361,87	5.587,18	5.821,96	5.983,94	6.066,59
4	4.739,00	4.938,12	5.145,63	5.288,80	5.361,87
3	4.188,45	4.364,48	4.547,89	4.674,40	4.739,00
2	3.701,91	3.857,46	4.019,56	4.131,40	4.188,45
1	3.271,87	3.409,35	3.552,61	3.651,48	3.701,91

Here below is the basic salary table (updated yearly) for **Contract Agents** referred to in Article 93 of the CEOS:

FUNCTIONS GROUPS	GRADES	STEPS						
		1	2	3	4	5	6	7
IV	18	7.189,80	7.339,32	7.491,93	7.647,74	7.806,79	7.969,13	8.134,84
	17	6.354,54	6.486,67	6.621,57	6.759,28	6.899,84	7.043,32	7.189,80
	16	5.616,29	5.733,08	5.852,31	5.974,01	6.098,26	6.225,09	6.354,54
	15	4.963,81	5.067,04	5.172,43	5.279,99	5.389,80	5.501,87	5.616,29
	14	4.387,16	4.478,39	4.571,53	4.666,59	4.763,67	4.862,69	4.963,81
III	13	3.877,47	3.958,12	4.040,42	4.124,46	4.210,22	4.297,78	4.387,16
	12	4.963,75	5.066,96	5.172,35	5.279,89	5.389,68	5.501,76	5.616,17
	11	4.387,13	4.478,34	4.571,47	4.666,52	4.763,57	4.862,63	4.963,75

10	3.877,46	3.958,09	4.040,40	4.124,43	4.210,19	4.297,75	4.387,13	
9	3.427,03	3.498,29	3.571,04	3.645,32	3.721,12	3.798,48	3.877,46	
8	3.028,92	3.091,91	3.156,21	3.221,83	3.288,84	3.357,23	3.427,03	
II	7	3.426,95	3.498,24	3.570,98	3.645,25	3.721,10	3.798,48	3.877,47
	6	3.028,79	3.091,76	3.156,08	3.221,72	3.288,72	3.357,13	3.426,95
5	2.676,85	2.732,52	2.789,36	2.847,38	2.906,59	2.967,06	3.028,79	
4	2.365,82	2.415,03	2.465,27	2.516,55	2.568,88	2.622,31	2.676,85	
I	3	2.914,51	2.974,99	3.036,75	3.099,76	3.164,08	3.229,76	3.296,81
	2	2.576,55	2.630,02	2.684,61	2.740,32	2.797,20	2.855,26	2.914,51
	1	2.277,79	2.325,07	2.373,31	2.422,56	2.472,85	2.524,17	2.576,55

The salary is paid by the 15<sup>th</sup> day of each month for the current month. You may request a transfer of part of your salary (maximum 25% of your basic salary) to another EU Member State.

In addition to the basic salary, there are various allowances that staff may receive depending on their personal circumstances.

Paid monthly:

- **Expatriation allowance** (equal to 16% of the total of the basic salary) or **foreign-residence allowance** (equal to 4% of the total basic salary), depending on nationality and time spent in the place of employment before taking up duty.
- **Household allowance**: basic amount of € 210,20 plus 2% of basic salary. If the staff member is married and has no dependent children, the household allowance may be granted if the income of the spouse stays below a set threshold (revised on annual basis).
- **Dependent child allowance**: € 459,32 per month and per dependent child, for children up to the age of 26 if the child is studying.

■ **Education allowances:**

- Pre-school allowance: € 112,21 \* weighing factor for children below 6 years of age plus reimbursement up to 75% of the actual cost of the nursery/kindergarten with a ceiling of € 230,00 or € 200,00 per month of attendance, depending on the staff grade.
- Education allowance: € 311,65 per month for each dependent child, it can be doubled in some cases (e.g. child studying outside the place of employment, i.e. Thessaloniki).

Cedefop is offering financial support for schooling and has signed agreements with several schools in Thessaloniki for primary and secondary schools. Information is provided by HR upon request.

There is only one school that offers a fully English curriculum, one school that offers German and one school that offers French curriculum. The others are Greek schools that may have a higher emphasis on foreign languages.

Educational systems comparison:

Age	Greek system	British System	French system	American system
3 years old	Nipiagogio	Nursery	École maternelle	Pre-school
4 years old		Reception		
5 years old		Key stage 1		
6 years old	Dimotiko	Key stage 2	École élémentaire	Kindergarten
7 years old				1st Grade
8 years old				2nd Grade
9 years old				3rd Grade
10 years old				4th Grade
11 years old	Gymnasio	Key stage 3	Collège	5th Grade
12 years old				6th Grade
13 years old				7th Grade
14 years old	Lykeio	Key stage 4	Lycée	8th Grade
15 years old		6th Form – IB		9th Grade
16 years old				10th Grade
17 years old	11th Grade			
				12th Grade

Paid for fixed period:

- **Reimbursement of travel expenses** on taking up duties for staff, spouse and dependants actually living in the household: flat rate allowance per kilometre of geographical distance between the place of recruitment and the place of employment (Thessaloniki).
- **Daily subsistence allowance:** fixed amounts of € 48,28 or € 38,94 per day, depending on whether the staff member is entitled to the household allowance (if married and/or with dependent children) or not (single). It is granted for the period of the probation plus one month (i.e. 10 months) if the staff member is entitled to the household allowance, and for 120 days if the staff member is not entitled. It is not paid beyond the date of the removal.
- **Reimbursement of removal costs:** below a set ceiling, from the place of recruitment to the place of employment once the probation period has been successfully completed.
- **Installation allowance:** paid once the probation period has been successfully completed, it is equal to 1 basic salary or 2 basic salaries if the staff member is entitled to household allowance and the family also moves to Thessaloniki.

## Social security

- EU Pension Scheme after 10 years of service in the European institutions or bodies. For staff who joined after 2014, the pensionable age is 66 and 1.8% of pension rights is acquired for each year of service. The total pension rights are calculated with reference to the final basic salary of the staff member.
- EU Joint Sickness Insurance Scheme (JSIS) for staff and dependent family members. Spouses may be (partially) covered depending on their income.
- Accident/occupational disease insurance, unemployment, and invalidity allowance.

## Leave entitlement

Staff members are entitled to up to 24 days of annual leave per year (2 days per calendar month) plus Cedefop holidays (normally 17 days per calendar year).

On top of this entitlement, additional leave days may be granted for age, grade and distance from the place of origin within the EU for staff entitled to the expatriation allowance.

Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, removal, participation in EU competitions, death of a close relative, etc.

Staff may take annual leave only after completing three months' service. Once this three-month period is over, the total number of days' leave that staff may take during their probationary period is limited to the total entitlement acquired during that period.

## Working time and teleworking

Staff member's normal working day is 8 hours on average (i.e. 40 hours per week) and in principle no more than 10 hours per day.

The working pattern of staff must include at least 2 days per week presence in the office (40%). Presence in the office can be for full days or half days (i.e. 4 hours). Staff may telework up to 60% (i.e. 3 days per week), subject to approval of their Head of Department.

Telework away from the place of employment (Thessaloniki) may be granted for a maximum of 10 working days per calendar year.

## Rights

Under certain conditions, staff can request to work **part-time** in various forms. Remuneration and annual leave entitlements is proportionally reduced for the period.

Pregnant women are entitled to 20 weeks of **maternity leave**, while fathers are entitled to 10 days of special leave for **paternity leave**.

Staff are entitled to up to 12 months of **parental leave** per child during the first 12 years of the child's life (or from the date of adoption). During this period an allowance is paid instead of the remuneration. Parental leave can be for 100% or 50% of the working time.

In case of seriously illness of a family member, **family leave** may be granted. During this period an allowance is paid instead of the remuneration.

### **Greek authorities**

All staff members are required to register with the Greek authorities to obtain the Tax Identification Number (TIN), Αριθμός Φορολογικού Μητρώου (ΑΦΜ/ΑΦΜ) in Greek. It is a nine-digit number unique to each individual and can be obtained from the local Tax Office.

Staff and family members resident at the place of employment are granted special diplomatic ID cards, issued by the Greek Ministry of Foreign Affairs.

Newcomers who are not resident in Greece at the time of taking on their duties at Cedefop, after having received the diplomatic ID card, shall be granted with VAT exemption on the supply of household articles which are purchased in Greece within 12 months from the employment start date.

### **Emergency numbers**

Emergency services number: 112

Ambulance: 166

Cedefop HR 24h emergency phone: +30-6978181171