

Annex IX: Staff Regulations

1. General provisions

1.1 The Staff Regulations of the Green Climate Fund (Staff Regulations) have been adopted by the Board to set forth the fundamental conditions of employment and the basic rights, duties and obligations of the Green Climate Fund (GCF) and its staff. They establish the broad principles pursuant to which GCF shall organize and manage its staff.

1.2 In line with the Governing Instrument of the GCF, the Secretariat is fully independent and is to service and be accountable¹ to the Board. Consistent with the Governing Instrument, the Secretariat is responsible for the day-to-day operations of the Fund, providing administrative, legal and financial expertise.² The Secretariat is headed by the Executive Director.³ The independent units (“IUs”), which report to the Board and are operationally independent,⁴ are headed by IU Heads who are responsible for the management and leadership of their respective units in line with their terms of reference.

1.3 The Executive Director shall ensure the observance of these Staff Regulations and the Staff Rules, further defining conditions of appointment and the rights and obligations of staff. The Executive Director may supplement, amend, revoke or replace the Staff Rules from time to time and adopt such supplemental instruments, consistent with the Governing Instrument, applicable Board decisions, and Staff Regulations, as required for the efficient conduct of GCF business. In the event of a conflict between the Staff Regulations and the Staff Rules or any supplemental instrument, the Staff Regulations shall prevail.

1.4 The Executive Director may delegate to any designated GCF staff member, committee, office, department or unit the authority to perform any of the functions to be performed by the Executive Director under these Staff Regulations.

1.5 Pursuant to the mandate and operational independence of the IUs, the Heads of the independent units are responsible for making individual decisions with respect to the management of their staff members, as stipulated in the Staff Regulations and Staff Rules. Specifically, this refers to decisions regarding: selection, appointment, probation, appointment confirmation, performance management, promotion, appointment extension, post classification and termination (except in disciplinary cases), of their respective staff members. Recognizing the need to ensure consistency of treatment of staff across GCF, such decisions shall be made upon consultation with the Department of People and Culture (“DPC”) and/or the Office of the General Counsel (“OGC”), as specifically provided in the Staff Regulations and Staff Rules.

2. Application

2.1 The Staff Regulations apply to all persons appointed to a position in GCF under a letter of appointment, including persons appointed by the Board (Board-appointed officials) (together, “staff” or “staff members”).⁵

2.2 Any policy or other instrument adopted by the Board through decision, creating specific rights or obligations applicable to Board-appointed officials, shall take precedence over these Staff Regulations and any applicable Staff Rules with respect to any matters covered therein. A

¹ Governing Instrument, paragraph 19

² Governing Instrument, paragraph 23.

³ Governing Instrument, paragraph 20.

⁴ Governing Instrument, paragraph 60 with respect to the Independent Evaluation Unit, paragraph 68 with respect to the Independent Integrity Unit and paragraph 69 with respect to the Independent Redress Mechanism.

⁵ The Board-appointed officials are the Executive Director and the Heads of the independent units.

list of documents in force covered under this provision is provided in Appendix I to these Staff Regulations.

3. Standards of staff conduct

3.1 Staff members are international civil servants. Their responsibilities as staff members are not national but exclusively international.

3.2 Staff members shall conduct themselves at all times in a manner befitting their status as international civil servants.

3.3 Upon appointment, all staff members shall affirm in writing as follows:

"I solemnly affirm that I will exercise in all loyalty, discretion and conscience the functions entrusted to me as a staff member of GCF, to discharge those functions and regulate my conduct with only the interests of GCF in view, and not to seek or accept instructions in regard to the performance of my duties from any governmental or other authority external to GCF. I have read and understood the Code of Conduct, the Staff Regulations and Staff Rules and agree to abide by them and any additions or alterations to them that may be issued from time to time."

3.4 GCF is committed to offering a safe and respectful work environment where employee well-being is valued. Staff members shall help create such an environment by treating colleagues and external stakeholders with courtesy, fairness, dignity and respect for diversity. GCF shall encourage and facilitate the use of informal channels to resolve interpersonal work-related concerns. GCF shall not tolerate misconduct, including any form of discrimination or harassment.

3.5 Staff members are required to comply with the standards of conduct developed by GCF.

4. Privileges and immunities

4.1 Staff members enjoy such privileges and immunities as are necessary for the independent exercise of their official functions in connection with GCF, as recognized in the Governing Instrument, the Agreement between the Republic of Korea and the Green Climate Fund concerning the Headquarters of the Green Climate Fund (the Headquarters Agreement), and any other applicable treaties, international agreements or laws. These privileges and immunities have been granted in the interests of GCF and not for the personal benefit of the individuals concerned. In particular, they do not exempt staff members from the performance of their private obligations in strict observance of the prevailing laws.

4.2 The decision whether to waive any privileges or immunities of staff members in any case where such a waiver might be warranted shall rest with the Executive Director, in consultation with OGC, in accordance with the relevant provisions of the Headquarters Agreement, other applicable treaties, international agreements or laws. Notwithstanding the above, the decision to waive any privileges or immunities of Board-appointed officials shall rest with the Co-Chairs of the Board, acting on behalf of the Board.

5. Recruitment and appointment

5.1 The recruitment of new staff members shall generally be conducted on a competitive basis, with the objective of hiring the most competent and professional staff members for

GCF. The selection of staff members shall be open, transparent, and based on merit, considering geographical and gender balance.

5.2 In exceptional circumstances, the Executive Director may directly appoint an external candidate to a position in the Secretariat without a competitive process in the interests of the organization:

5.2.1 For positions of trust and confidence; or

5.2.2 In urgent cases or in situations where a specific applicant is considered because of their unique qualifications and experience or because of their demonstrated aptitude in a similar position.

5.3 While recognizing the paramount importance of securing the highest standards of competence, merit and integrity, recruitment procedures shall strive to achieve diversity and gender balance at all levels of the organization.

5.4 The Executive Director, or the IU Heads for the staff members in their respective units in consultation with DPC, shall assign to each position a grade level commensurate with the position's experience, qualifications, complexity, and level of responsibility required, and specify the position's reporting line(s). The Staff Rules may define mobility requirements with respect to staff.

5.5 A staff member shall be appointed through a letter of appointment, which shall state the position to which the appointment is made, the grade level and reporting line(s) of such position, the initial salary, the initial term of the appointment, any other terms and conditions specific to the appointment, and a statement that the staff member will be subject to the Staff Regulations (and other Board-adopted regulations, as the case may be) and Staff Rules as may be amended and supplemented from time to time.

5.6 The Staff Rules may provide conditions to be met prior to appointment, including that any recruited candidate be medically fit for duty.

5.7 Appointments shall be subject to a probationary period unless otherwise decided by the Executive Director, or the IU Heads for the staff members in their respective units in consultation with DPC, as specified in the letter of appointment.

6. Salary, allowances and benefits

6.1 The Board has adopted a Compensation Philosophy that commits GCF to providing a competitive compensation offering that positively contributes to attracting, nurturing, motivating and retaining committed world-class talent. This Compensation Philosophy shall guide the development of the GCF compensation framework.

6.2 The GCF compensation framework is composed of the following elements (see Appendix II – Salary Structure; and Appendix III – Rates of Benefits and Allowances), which shall be subject to applicable terms, definitions and eligibility conditions:

6.2.1 Salary – determined according to the salary scale, with the exception of Board-appointed officials whose salary is determined in accordance with applicable separate decisions of the Board and their letters of appointment;

6.2.2 Appointment benefits – aimed at assisting eligible staff members in meeting the costs of relocating and establishing a household at their duty station;

6.2.3 Separation benefits – designed to assist eligible staff members in meeting resettlement costs after separation from the organization;

6.2.4 Dependency allowance – provided to help eligible staff members in supporting their eligible dependents;

- 6.2.5 Housing assistance – provided to assist eligible staff members in meeting housing costs at the duty station;
- 6.2.6 Home travel allowance – designed to assist eligible staff members in meeting travel and other incidental costs associated with maintaining social, familial and/or cultural ties to their place of permanent residence;
- 6.2.7 Education assistance – aimed at assisting eligible staff members in meeting the costs of educating their eligible dependent children in a manner that facilitates reintegration into their place of permanent residence or another international environment, including specific provisions for children with special needs;
- 6.2.8 Childcare support – provided to help eligible staff members in meeting childcare costs for eligible dependent children below the age of 5 years; and
- 6.2.9 Death in service and bereavement benefits – provided to support beneficiaries in the event of the death in service of a staff member.
- 6.3 Save with respect to the salaries of Board-appointed officials, the Staff Rules shall define the scope of each element of the GCF compensation framework and applicable terms and eligibility conditions consistent with the Board-approved administrative budget of GCF. The adoption and amendment of the Staff Rules pertaining to the GCF compensation framework shall be reported to the Board periodically. The GCF compensation framework, as further detailed in the Staff Rules, clearly differentiates eligibility for benefits and allowances based on place of recruitment and place of permanent residence of staff members, factoring in the staffing needs of the Fund, while also aiming to pursue cost-effectiveness as well as competitiveness.
- 6.4 The salaries, benefits and allowances of Board-appointed officials shall be governed by the Staff Regulations, decisions of the Board and their letters of appointment.
- 6.5 The Executive Director shall conduct periodic reviews of the compensation framework, excluding the salaries of Board-appointed officials, to ensure the implementation of the principles adopted through the Compensation Philosophy and report to the Board on the outcomes and recommendations from such reviews.
- 6.6 Staff members may not seek or claim any allowances or benefits from GCF that are identical or similar to those already received or payable from other sources.
- 6.7 GCF shall not pay or reimburse staff members for any taxes, duties or levies on salaries, allowances or benefits which may be due and payable in accordance with applicable law.

7. Attendance, holidays and leave

- 7.1 The Staff Rules shall prescribe staff members' working hours and attendance and the official holidays to be observed by GCF.
- 7.2 The Staff Rules shall make provision for appropriate leave, including sick, parental, special or other types of leave as applicable.

8. Social security, insurance or protection programmes

- 8.1 GCF shall contribute towards the provident fund as specified in the Staff Regulations and the Staff Rules, and all staff members shall participate in the plan (see Appendix IV – Provident Fund Contributions).
- 8.2 GCF shall provide and/or contribute to medical and other insurance or protection programmes as specified in the Staff Regulations and the Staff Rules (see Appendix V – Insurance Premium Contributions).

9. Performance and talent management

9.1 The paramount consideration in the appointment, promotion, transfer, reassignment and secondment of staff members shall be organizational needs and the necessity of securing the highest standards of efficiency, competence and integrity.

9.2 GCF shall periodically review the performance and development of individual staff members through procedures established in the Staff Rules to ensure the most effective use of their expertise, recognize their achievements, and support their training and development.

9.3 The Staff Rules shall establish procedures for promotion, transfer, reassignment, secondment, and other administrative actions in respect of staff members who are not Board-appointed officials.

10. Ending employment

10.1 The appointment of a staff member may end in each of the following circumstances, subject to procedures and conditions as defined in the Staff Rules:

10.1.1 Resignation upon prior notice;

10.1.2 Reaching the retirement age of 67 years, or such greater age as may be determined by the Executive Director in the interests of GCF;

10.1.3 Termination during the probationary period or non-confirmation of appointment upon expiration of the probationary period;

10.1.4 Expiration of appointment in accordance with the terms of the letter of appointment;

10.1.5 Termination by GCF, as provided for in paragraph 10.2 below; or

10.1.6 Death of the staff member.

10.2 The Executive Director, or the Heads of independent units for the staff members in their respective units in consultation with DPC and OGC, may unilaterally terminate the appointment of a staff member for any of the following reasons, subject to procedures and conditions to be defined in the Staff Rules:

10.2.1 If termination is in the interest of GCF, including when GCF determines that:

(i) There is to be a downsizing of the workforce;

(ii) An entire office, department, or unit is to be abolished;

(iii) A specific position is to be abolished;

(iv) The job description for a position has been revised to such an extent that the qualifications of the staff member no longer meet the requirements of the position;

(v) Specific types or levels of positions are to be reduced in number; or

(vi) A function can be performed more efficiently and effectively through redistribution of workloads within GCF or through outsourcing of services;

10.2.2 If the staff member's physical or mental condition or ill health results in their prolonged or likely prolonged inability to perform the essential functions of their duties satisfactorily;

10.2.3 If the performance of the staff member is unsatisfactory;

10.2.4 Pursuant to disciplinary measures following a finding of misconduct;

10.2.5 If the staff member has abandoned their position; or

10.2.6 For such other causes as may be specified in the Staff Rules.

10.3 A staff member whose appointment is terminated pursuant to paragraph 10.2 has the right to be notified in writing of the decision and the reasons supporting it.

10.4 A staff member whose appointment is unilaterally terminated by the Executive Director, or the IU Heads for the staff members in their respective units, pursuant to paragraph 10.2.1 or 10.2.2 above may be entitled to a termination indemnity as provided in the Staff Rules.

10.5 Notwithstanding Staff Regulation 10.2 and subject to the applicable letter of appointment, the Board shall retain the sole authority to terminate the appointment of any Board-appointed official in any circumstances provided under paragraphs 10.2.2 to 10.2.5 or otherwise in the interest of GCF.

11. Staff council and staff consultation

11.1 Staff members may form a staff council, to be composed of staff representatives elected from among the staff, to represent the collective interests of staff members and to foster cooperation between management and staff. Members of the staff council shall be protected against discriminatory or prejudicial treatment based on their status or activities as staff representatives, both during their term as representatives and afterwards.

11.2 Where a staff council has been established pursuant to paragraph 11.1, the Executive Director shall establish a mechanism for consultations with the staff council regarding any proposed adoption or revision of Staff Rules.

12. Misconduct and disciplinary measures

12.1 The failure by a staff member to comply with their obligations under the GCF legal framework, which includes, but is not limited to: the Staff Regulations; the Staff Rules; the Standards of Conduct; applicable Board decisions; administrative instructions; and any other policy or instrument establishing obligations for GCF staff members, may amount to misconduct and may lead to a disciplinary process and the imposition of disciplinary measures for misconduct.

12.2 Any investigation into alleged misconduct shall be conducted in accordance with applicable GCF integrity policies and investigation standards, and comply with applicable principles of international administrative law.

12.3 The Executive Director may adopt interim measures in the interests of GCF or for the protection of individuals pending the investigation of misconduct allegations and/or the conduct of disciplinary proceedings, as may be defined in the Staff Rules. In the case of the non-Board-appointed official staff members of the independent units, the Executive Director may adopt such interim measures in consultation with the relevant Head of the independent unit.

12.4 Staff members shall be notified of the initiation of any disciplinary process and shall have the right to defend themselves before any disciplinary measure is taken.

12.5 The Executive Director may impose disciplinary measures on non-Board-appointed official staff members who have committed misconduct, subject to procedures and conditions to be defined in the Staff Rules. In the case of the non-Board-appointed official staff members of the independent units, the Executive Director may impose such disciplinary measures in consultation with the relevant independent unit Head.

12.6 The Board shall retain the sole authority to impose disciplinary or interim measures against any Board-appointed official in the circumstances and according to procedures and conditions to be determined by the Board.

13. Appeals

13.1 GCF makes available to staff informal and formal dispute resolution mechanisms for reviewing decisions alleged to be in non-compliance with the terms and conditions of their appointments. Staff members shall not be subject to reprisal or other adverse action for using GCF's dispute resolution mechanisms.

13.2 The Staff Rules shall provide the informal dispute resolution mechanisms.

13.3 With the exception of Board-appointed officials, the formal mechanism applying to staff members seeking review of decisions alleged to be in non-compliance with the terms and conditions of their appointments, shall comprise the following two tiers:

13.3.1 Internal review; and

13.3.2 External appeal to and final adjudication by the International Labour Organization Administrative Tribunal (ILOAT).

13.4 The Staff Rules shall establish the conditions and procedures applicable to the formal internal review tier.

13.5 Board-appointed officials seeking formal review of decisions alleged to be in non-compliance with their terms and conditions of appointment shall seek review before the ILOAT, unless otherwise specified in a Board decision.

14. Implementation arrangements

14.1 These Staff Regulations may be supplemented or amended by the Board, without prejudice to the acquired rights of staff members.

14.2 The Staff Rules may be supplemented, amended, revoked or replaced by the Executive Director in a manner consistent with the Staff Regulations. In the event of a conflict between the Staff Regulations and the Staff Rules, the Staff Regulations shall prevail.

Appendix I: List of documents applicable to Board-appointed officials

The following documents have been adopted upon the Board's decisions:

- Policy on Ethics and Conflicts of Interest for the Executive Director of the Green Climate Fund Secretariat;
- Policy on ethics and conflicts of interest for Board-appointed officials;
- Policy on Prohibited Practices;
- Revised Policy on the Prevention and Protection from Sexual Exploitation, Sexual Abuse and Sexual Harassment;
- Policy on the Protection of Whistleblowers and Witnesses;
- Investigation Standards;
- Terms of reference of the Appointment Committee;
- Terms of reference of the Performance Oversight Committee of the Executive Director and Heads of Independent Units;
- Terms of reference of the Ethics and Audit Committee;
- Updated terms of reference of the Independent Evaluation Unit;
- Revised terms of reference of the Head of the Independent Evaluation Unit;
- Updated terms of reference of the Independent Redress Mechanism;
- Terms of reference of the Independent Integrity Unit;
- Terms of Reference of the Head of the Independent Integrity Unit;
- Terms of reference of the Head of the Independent Redress Mechanism;
- Evaluation Policy for the GCF.

Appendix II: Salary structure

GCF grade	Minimum (USD)	Midpoint (USD)	Maximum (USD)
A	250,000	300,000	350,000
B	190,000	245,000	300,000
C	143,000	187,000	231,000
D	109,000	143,000	177,000
E	89,000	118,000	147,000
F	72,000	96,000	120,000
G	48,000	69,000	90,000
H	40,000	56,000	72,000
I	31,000	47,000	63,000

Appendix III: Rates of Benefits and Allowances

Appointment Benefits	
Settlement Allowance	One-off lump sum allowance of USD 15,000 for a staff member with a spouse or a recognized partner, and/or dependent child(ren), or USD 10,000 for a staff member without a spouse or a recognized partner, or dependent child(ren).
Housing Broker's Fees	One-off accountable allowance up to one time the monthly housing assistance amount.
Appointment Travel Benefit	Provision of actual travel ticket on the entitled class, including travel insurance, as per the Administrative Instruction on the GCF Official Travel, for a staff member, a spouse or a recognized partner, and/or dependent child(ren).
Settlement Shipment Benefit	<p>GCF will provide shipping benefits either in kind or as a lump sum, based on a fixed amount determined by GCF. The lump-sum amount takes into account the following costs: origin service, ocean freight for personal and household goods, and the shipping of one motor vehicle in a container up to 40 feet in length. Additionally, the lump sum includes 90 days of storage at either the origin, destination, or a combination of both, as well as destination services and customs clearance charges at both the origin and destination, delivery, positioning of goods, and the removal of packing debris.</p> <p>Lump sum is calculated as 70% of the shipping benefit without requiring receipt submission, or based on the actual costs incurred for shipment up to the fixed amount determined by GCF if receipts are provided.</p>
Excess Baggage Allowance	USD 1,800 in lieu of excess baggage applicable for in-kind settlement shipment or lump sum where receipts for shipment are presented.
Separation Benefits	
Resettlement Allowance	One-off lump-sum allowance of USD 4,000 for a staff member with a spouse or a recognized partner, and/or dependent child(ren), or USD 2,000 for a staff member without a spouse or a recognized partner, or dependent child(ren).
Resettlement Travel Benefit	Provision of actual travel ticket on the entitled class, including travel insurance, as per the Administrative Instruction on the GCF Official Travel, for a staff member and accompanying a spouse or a recognized partner, and/or dependent child(ren).
Resettlement Shipment Benefit	GCF will provide shipping benefits either in kind or as a lump sum, based on a fixed amount determined by GCF. The lump-sum amount takes into account the following costs: origin service, ocean freight for personal and household goods, and the shipping of one motor vehicle in a container up to 40 feet in length. Additionally, the lump sum includes 90 days of storage at either the origin, destination, or a combination of both, as well as destination services and

	<p>customs clearance charges at both the origin and destination, delivery, positioning of goods, and the removal of packing debris.</p> <p>Lump sum is calculated as 70% of the shipping benefit without requiring receipt submission, or based on the actual costs incurred for shipment up to the fixed amount determined by GCF if receipts are provided.</p>
Benefits during Employment	
Dependency Allowance	<p>Spouse or a recognized partner: USD 4,500 per year, payable if the spouse or the recognized partner resides at the duty station with the staff member and the spouse or the recognized partner's income does not exceed one-third of the staff member's annual base salary.</p> <p>Child: USD 600 per year per child.</p>
Home Travel Allowance	<p>Air travel benefit in the form of a lump sum for staff members and eligible dependents 12 years of age or older is 80% of the applicable airfare in the entitled class for the staff member's place of permanent residence. An eligible dependent under the age of 12 is entitled to 80% of the applicable child airfare in the entitled class. Additionally, a home travel allowance of USD 1,100 will be provided to the staff member and USD 400 will be provided for each eligible dependent to cover miscellaneous travel-related expenses such as health certificates, passport renewal fees, surface travel, airport taxes, excess baggage expenses, and expenses for rest stops, among others.</p> <p>Applicable airfares for all locations are determined by the GCF Travel Unit.</p>
Education Assistance	<p>Education at Headquarters: 75% of the actual cost of education for each education assistance year subject to maximum limits prescribed from time to time taking into account the cost of education at international schools in the area of the duty station.</p> <p>Education outside Headquarters: 75% of the actual cost of enrolment and tuition fees, up to 75% of the school country limit for primary and secondary levels and 55% of the school country limit for post-secondary levels, for each education assistance year, subject to maximum limits prescribed from time to time. In addition, a flat-rate allowance for non-tuition expenses shall be provided at the rate of 25% of the school country limit for primary and secondary levels, and 45% of the school country limit for post-secondary levels for each education assistance year. The flat-rate allowance for non-tuition shall cover costs of board, lodging and other expenses outside enrolment and tuition fees. Furthermore, air travel benefits for up to two education trips shall be provided based on 80% of round-trip economy airfare as determined by GCF. For an eligible dependent below the age of 12, the staff member is entitled to 80% of the applicable child airfare. The staff member shall also receive an all-inclusive lump-sum allowance of USD 150 for each education travel.</p> <p>Children with disabilities: The school country limit is doubled for children with disabilities. In addition, age limitations do not apply.</p> <p>Applicable airfares for all locations are determined by the GCF Travel Unit.</p>

Housing Assistance	A non-accountable lump-sum allowance of USD 2,400 per month is provided to cover the costs of housing. Proration may apply based on the start or end date of the staff member's appointment, and/or during special leave conditions.
Childcare Support	Reimbursement of 75% of allowable expenses for licensed or certified childcare services for dependent children below 5 years of age.
Death in Service Grant	USD 20,000 is provided as a lump-sum payment to the designated beneficiary/ies for death in service of the staff member.
Bereavement Travel Benefit	Reimbursement of the actual cost of round-trip economy class airfare for the staff member or the spouse or the recognized partner, from the duty station to the nearest commercial airport of the destination where the death occurred or where the burial/cremation is to take place, or the cost of a round-trip economy class airfare for travel between the duty station and the nearest commercial airport of the staff member's place of permanent residence, whichever is less. A lump sum of USD 100 shall be provided to cover airport taxes and transportation expenses incurred in travelling to and from airports.

Appendix IV: Provident Fund Contributions

Contributor	Rate of mandatory contribution	Rate of additional voluntary contribution
Staff member	9% of their annual base salary, deducted on a monthly basis	Up to a maximum of 9% of their annual base salary, deducted on a monthly basis
GCF	18% of the staff member's annual base salary, credited to the staff member's provident fund account on a monthly basis	No matching contribution for additional voluntary contribution

Appendix V: Insurance Premium Contributions

Insurance Plan	Staff Member	GCF
Group Medical Insurance Plan	Rate of Mandatory Contribution: 25% of the assessed insurance premium for the particular year, deducted on a monthly basis	Rate of Mandatory Contribution: 75% of the assessed insurance premium for the specific year, credited directly to the insurer
	Rate of Additional Voluntary Contribution: Not applicable	Rate of Additional Voluntary Contribution: Not applicable
Group Life Insurance Plan	Rate of Mandatory Contribution: None	Rate of Mandatory Contribution: 100% of the assessed insurance premium for the specific year, credited directly to the insurer
	Rate of Additional Voluntary Contribution: 100% of the assessed insurance premium for additional voluntary contribution, deducted on a monthly basis	Rate of Additional Voluntary Contribution: Not applicable
Accidental Death and Disability Insurance Plan	Rate of Mandatory Contribution: None	Rate of Mandatory Contribution: 100% of the assessed insurance premium for the specific year, credited directly to the insurer
	Rate of Additional Voluntary Contribution: Not applicable	Rate of Additional Voluntary Contribution: Not applicable



Insurance Plan	Staff Member	GCF
Group Disability Insurance Plan	Rate of Mandatory Contribution: None	Rate of Mandatory Contribution: 100% of the assessed insurance premium for the specific year, credited directly to the insurer
	Rate of Additional Voluntary Contribution: 100% of the assessed insurance premium for additional voluntary contribution, deducted on a monthly basis	Rate of Additional Voluntary Contribution: Not applicable
Workers' Compensation Insurance Plan	Rate of Mandatory Contribution: None	Rate of Mandatory Contribution: 100% of the assessed insurance premium for the specific year, credited directly to the insurer
	Rate of Additional Voluntary Contribution: Not applicable	Rate of Additional Voluntary Contribution: Not applicable
Dependents' Life and Disability Insurance Plan	Rate of Mandatory Contribution: None	Rate of Mandatory Contribution: None
	Rate of Additional Voluntary Contribution: 100% of the assessed insurance premium for additional voluntary contribution, deducted on a monthly basis	Rate of Additional Voluntary Contribution: Not applicable