

To: Delegates European Green Party
From: Committee
On: Memo on proposed Salary Grid and Office Organigramme

Dear Delegates,

Below a short explanation towards the proposed salary grid and office organigramme. Please contact Jacqueline Cremers should you have any questions and/or remarks left!

With the current proposal we would like to provide you with an overview of the salary range we propose for the European Green Party Office and with an overview of the main tasks that belong to the functioning of the European Green Party Office.

First of all, we would like to reiterate that we are a Belgian international non-profit organisation and that the Belgian law is applicable to our organisation and our employees. Related to this, is that we are confronted that we are an employer in an environment that is dominated by the European institutions. You can say that our salary grid ends there where the minimum salaries of those who work for the institutions begin. This is also the case for the secondary benefits.

The basis for the salary grid is defined by comparison to other Belgian based organisations that are close to us. With the proposed grid we still are an employer that does not pay excessive salaries to our employees, but the salaries are decent in comparison with the Belgian situation. The beginning and end of the scales are kept in line with what is comparable with other organisations. The first scale is cut; this is because we want to limit the time that a person is in a junior position.

With the Office Manager in place within the EGP, now a system is set up whereby employees receive regular feedback on their functioning, are invited to evaluation talks two times a year with reports that will be kept in the staff files. The salary grid proposes steps. Steps are to be determined after the twice a year evaluation of the work performance.

Besides this salary grid, we offer meal cheques for the amount of 5 Euro per working day; this is a normal remuneration within Belgium. Other secondary benefits are related to home-work travel costs reimbursement, reimbursement of mobile phone costs within a certain limit. Reimbursement for training and courses, when relevant to the execution of their function and within a certain limit. Naturally we always look into the specific situation of that employee and discuss what is the best way to accommodate the specific needs/situation of the employee.