



**CEDEFOP**

European Centre for the Development  
of Vocational Training



# WORKING AT CEDEFOP



**CEDEFOP**

## Introduction-About us

If you are interested in joining a vibrant and diverse workplace which gives opportunities for personal and professional growth, and respects people's work-life balance, then Cedefop is the right place to apply!

The [European Centre for the Development of Vocational Training \(Cedefop\)](#), established in 1975, is the European Union's reference centre for vocational education and training (VET).

Our [mission](#) is to support development of European VET policies and to contribute to their implementation.

We employ knowledge workers who develop VET [projects](#) and work with the European Commission, Member States and social partners to promote, develop and implement of the Union policy in VET, skills and qualifications policies.

Developing new ideas, embracing change, innovation and the European Union values are of utmost importance in all the Agency's activities, as depicted in one of our core values of being 'open minded and adaptable'.

We are an equal opportunities employer, and we recruit without any distinction on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

We foster diversity and inclusion in the workplace, and in line with our [equal opportunities and diversity policy](#). We are an active member of the [European Agencies Network \(EUAN\)](#) and we have endorsed the [EUAN Charter on Diversity and Inclusion](#) to promote respect and dignity.

This guide is addressed to all interested applicants for facilitation and orientation purposes and provides an overview of the working conditions in our Agency.

If you are a successful candidate, our HR service will provide you with additional information and tailored support according to your needs.

# Table of contents

<b>INTRODUCTION-ABOUT US.....</b>	<b>2</b>
<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>CHAPTER 1. EMPLOYMENT.....</b>	<b>4</b>
1.1. Legal basis for employment.....	4
1.2. Place of employment.....	4
1.3. Types of contracts .....	4
1.3.1. Temporary agents.....	4
1.3.2. Contract Agents .....	4
1.4. Terms of contracts.....	5
<b>CHAPTER 2. REMUNERATION AND ALLOWANCES .....</b>	<b>6</b>
2.1. Salary .....	6
2.2. Allowances .....	6
Paid recurrently: .....	6
Fixed period benefits: .....	7
2.3. Schooling.....	8
<b>CHAPTER 3. WORKING TIME.....</b>	<b>9</b>
3.1. Part time .....	9
3.2. Annual leave.....	9
3.3. Other leaves .....	9
3.4. Teleworking .....	10
<b>CHAPTER 4. LEARNING AND DEVELOPMENT .....</b>	<b>11</b>
<b>CHAPTER 5. SOCIAL SECURITY .....</b>	<b>12</b>
<b>CHAPTER 6. SEAT AGREEMENT LAW 5050/2023 .....</b>	<b>13</b>

## CHAPTER 1. Employment

### 1.1. Legal basis for employment

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

### 1.2. Place of employment

Cedefop is based in Thessaloniki, Greece, and has a Liaison office in Brussels, Belgium.

### 1.3. Types of contracts

Cedefop offers 2 types of contracts: temporary agents and contract agents.

#### 1.3.1. Temporary agents

They are classified in 2 function groups according to the nature and responsibilities:

- Administrators (AD) covers 12 grades (AD 5 - AD 16) corresponding to technical, administrative, advisory, linguistic and scientific duties;
- Assistants (AST) covers 11 grades (AST 1 - AST 11) corresponding to executive, technical and clerical duties.

A temporary agent is assigned to Step 1 or Step 2 of the grade, according to the length of professional experience. The grading of the successful applicant is established according to Cedefop applicable implementing rules to the Staff Regulations.

#### 1.3.2. Contract Agents

They are classified in 4 function groups according to the duties and responsibilities involved.

- Function group IV: administrative, advisory, linguistic and equivalent;
- Function group III: executive, drafting, accountancy and equivalent;
- Function group II: clerical, secretarial, office management and equivalent;
- Function group I: manual and administrative support.

Contract agents are assigned to different grades, according to the length of professional experience. The grading of the successful applicant is established according to Cedefop applicable implementing rules to the Staff Regulations.

#### 1.4. Terms of contracts

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

Upon start, there is a probationary 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 in Function Group IV must demonstrate knowledge of a 3<sup>rd</sup> EU language of at least B2 level (Article 85(3) of Staff Regulations).

## CHAPTER 2. Remuneration and allowances

### 2.1. Salary

The salary is impacted by a weighting factor which varies from country to country and is updated once or twice per year.

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.

The salary is paid by the 15<sup>th</sup> day of each month for the month in question. There are 12 annual payments.

The salary grids are available on the dedicated webpage on '[Staff](#)'.

### 2.2. Allowances

Depending on the individual situation, the basic salary may be supplemented with various allowances related to:

- the place of origin: expatriation or foreign residence allowance, annual travel allowance.
- the family situation: household allowance, dependent child allowance, education allowance.
- the compensation for costs upon entry into service: travel costs on taking up duties, daily subsistence allowance, reimbursement of removal expenses, installation allowance.

#### **Paid recurrently:**

On a monthly basis:

- 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: if the staff member is married and has no dependent children, the household allowance may be granted if the income of the spouse/recognised partner stays below a set threshold (revised on annual basis). The staff member shall, however, be entitled to the allowance where the married couple/recognised partnership has one or more dependent children.

- Dependent child allowance: monthly amount per dependent child, for children up to the age of 26 if the child is studying.
- Education allowances: for each dependent child, it can be doubled in some cases (e.g. child studying outside the place of employment provided that the child attends an establishment of higher education at least 50 km from the place of employment and the staff member is entitled to the expatriation allowance).
- Pre-school allowance: for children who are less than five years old or not yet in a regular attendance at a primary school. Additionally, Cedefop is covering the reimbursement of the actual cost of the nursery/kindergarten within a ceiling <sup>(1)</sup>.

Once a year:

- Annual travel allowance: staff members entitled to the expatriation or foreign residence allowance receive each year a flat rate payment corresponding to the cost of travel from the place of employment to the place of origin for themselves and, if they are entitled to the household allowance, for the spouse and dependants.

### **Fixed period benefits:**

Some additional benefits, if applicable, are paid for a fixed period:

- Reimbursement of travel expenses on taking up duties for staff, spouse/recognised partner 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.
- Daily subsistence allowance: fixed amounts 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 expenses: 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

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(1) Director Decision on the reimbursement of pre-school fees.

the staff member is entitled to household allowance and the family also moves to Thessaloniki.

### 2.3. Schooling

In Thessaloniki there are 3 international schools:

- **Pinewood** is an English international school;
- **Deutsche Schule** is a German international school;
- **École française** is a French international school. The secondary education is distance learning.

Although the other schools are Greek some may place a high emphasis on foreign languages.

Currently Cedefop has adopted a measure of a social nature <sup>(2)</sup> ensuring the full financing of schooling for children of Cedefop staff attending fee-paying schools in Thessaloniki.

**Table 1. Educational systems comparison**

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

<sup>(2)</sup> In the absence of the social measure, the Staff Regulations (Article 3, annex VII) applies: Cedefop staff have the right to the double education allowance ceiling for their children who attend a fee-paying school. This allowance is subject to the weighting factor.



## CHAPTER 3. Working time

The normal working day is 8 hours on average spread over 5 working days (i.e. 40 hours per week). The default working-time arrangement is flexitime which allows staff, within certain limits, to vary the time at which they start and end their working day and offset or recuperate additional hours worked.

Cedefop supports a healthy work-life balance for its staff:

### 3.1. Part time

Under certain conditions, staff can request to work part-time with various percentages of reduction of working time. Remuneration and annual leave entitlements are proportionally reduced during such periods.

### 3.2. Annual leave

Staff members are entitled to 2 days of annual leave per calendar month, plus Cedefop holidays where the Centre is closed (normally 17-18 days per calendar year).

Additional leave days may be granted for age, grade, and home leave (for staff entitled to the expatriation allowance).

Staff entering the service shall be granted annual leave only after completing three months' duty.

### 3.3. Other leaves

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

Women are entitled to maternity leave (normally 20 weeks) related to childbirth, while fathers are entitled to 10 days of special leave.

Parents may request 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). Parental leave can be for 100% or 50% and during this period an allowance is paid instead of the normal remuneration. Additional rights exist for single parents.

In case of serious illness of a family member, up to 9 months of family leave may be granted. During such periods an allowance is paid instead of the normal remuneration.

### 3.4. Teleworking

Staff may telework for up to 60% per week. Teleworking for 1 day per week is a right whereas additional days (up to 3 in total per week) is subject to approval.

Teleworking away from the place of employment is allowed for up to 10 working days per calendar year.

In exceptional circumstances, authorisation to telework more than 3 days per week or to telework outside the place of employment for a longer period may be granted.

## CHAPTER 4. Learning and Development

Cedefop depends on the expertise of its staff to achieve its goals and encourages a learning culture to benefit from a highly- skilled, motivated, and innovative workforce.

Ongoing Learning and Development opportunities are offered to staff to upskill and reskill them including but not limited to inhouse and external activities such as on the job learning, participation to conferences, workshops, e-learning courses.

Cedefop also offers a mentoring programme to support newcomer colleagues during the probation period complementary to the induction process.

## CHAPTER 5. Social security

Staff are entitled to:

- Health insurance under the EU Joint Sickness Insurance Scheme (JSIS) for staff and dependent family members. Children and spouses/recognised partner may be covered (partially or fully) depending on the individual situations.
- Accident/occupational disease insurance, unemployment, and invalidity allowance. This applies for active staff only.
- EU Pension Scheme after 10 years of service in the European institutions or bodies. For staff who joined the EU 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.

## CHAPTER 6. Seat Agreement Law 5050/2023

Cedefop's Seat Agreement has entered into force on 6 October 2023. It is based on the [Protocol on Privileges and Immunities of the European Union](#). As Cedefop statutory staff members (Officials, Temporary agents, Contract Agents) assigned in Greece, you enjoy the privileges and immunities provided by the Seat Agreement. More specifically:

- exemption from any contribution to the national social security system, from national taxes and VAT on salaries, wages and emoluments;
- exemption from VAT on certain private purchases (e.g. furniture, vehicle, etc.).

Cedefop staff and their dependent family members are entitled to a special identity card issued by the Greek Ministry of Foreign Affairs. As a staff member of a diplomatic mission assigned in Greece, you are not obliged to have a residence permit issued by the Police Department responsible for Foreigners working in the territory and their dependents. The special ID card could be used for residence and multiple entries until the end of your contract.