

**National Officers and Administrative Staff  
(ADB Headquarters)**

**INFORMATION GUIDE**

Asian Development Bank

Human Resources Division

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## Introduction

Making a decision to accept a new position is challenging and requires careful consideration. With this offer of employment by the Asian Development Bank (ADB) comes the time to make such a decision. We hope that your decision will be to join us. We welcome you to ADB.

This “Information Guide”

- serves as a primary source of information to help you plan joining ADB, and minimize any inconvenience you may experience
- gives you basic information about ADB
- explains the various procedures followed in accepting your appointment and facilitating your move, and
- describes the forms you need to complete and return to the Human Resource Division for processing.

ADB’s Human Resources Division (BPHR) will organize for a personalized Orientation Program to help you with settling-in and work related matters. If there are matters which you need to clarify, please contact BPHR.





## INFORMATION GUIDE On ORGANIZATION, EMPLOYMENT, BENEFITS AND ADMINISTRATIVE MATTERS

### Mission

ADB's fundamental and long-term mission is to reduce poverty, improve the living conditions and the quality of life of people in Asia and the Pacific region.

### Organization

ADB has 22 departments and offices at its headquarters in Manila, Philippines, as well as 25 Field Offices including 3 Representative Offices in North America, Europe and Japan.

ADB's highest policy-making body is its Board of Governors, which meets annually. The direction of ADB's operations is the responsibility of the Board of Directors – composed of 12 Executive Directors, each with an Alternate – eight representing regional countries and four representing non-regional countries. The President of ADB is elected by the Board of Governors for a term of five years and may be re-elected. The President is the Chairperson of the Board of Directors and under its direction the business of ADB is conducted. The President is responsible for the organization, appointment, and dismissal of officers and staff in accordance with regulations adopted by the Board. The President is assisted by four Vice-Presidents, who are appointed by the Board of Directors on the recommendation of the President.

### Non-Employment of Close Relatives

Close relatives of ADB personnel, including their spouses and children, are not eligible for appointment as a staff member of ADB. Staff who marry after both have joined ADB may remain in service. (See Appendix 1 for an enumeration of persons included in the category of "close relatives" pursuant to Administrative Order No. 2.01.)

### Identification Cards for Staff, Spouse and Dependents

ID cards are issued to authorized persons for identification purposes and to provide access to ADB's premises and facilities. ID cards must always be visibly displayed. Entry into ADB's premises is not permitted without an ID card.

ID cards are issued to a staff member's spouse and eligible dependent children (who must be at least seven years old and full-time students). ID cards must be returned when: an ID card expires, the staff member leaves the service of ADB, a replacement ID card is received, a card is no longer needed for access to ADB facilities, or when a child's dependency ceases.

### Probationary Period

All appointments are made on the basis of a 12-month probationary period with an initial review being conducted after six months. Confirmation of appointment is based on the first-year performance evaluation report. Upon completion of one-year's service in ADB, any of the following actions may be taken: (i) confirmation of appointment; (ii) extension of probationary period; or (iii) non confirmation. Staff members who are rated as confirmed will be eligible for a confirmation increase which is based on the salary increase guidelines issued every year.

### Fixed Term Appointment

For an accurate understanding of "fixed term appointment", please refer to Appendix 2.

### Promotion Opportunities

In general, ADB's policy is to fill positions from within and thus enable qualified staff members to achieve promotion to higher position levels. Staff promotions are determined according to vacancies that occur at higher levels and such vacancies are advertised internally. Where no suitable internal candidate is selected, external recruitment will be considered to fill the vacant position.

### Duties, Obligations

A staff member requires the President's authorization to disclose unpublished information or engage in publication or public speaking. Merchandising, money lending, foreign exchange dealings, and other commercial activities, soliciting donations, gifts, and other gratuities from firms and agencies which provide services to ADB are prohibited (staff should refer to Lotus notes on Administrative Order 2.04 on Disciplinary Measure and Procedures).

## Official Holidays, Working Hours and Overtime/Time Register

### Official Holidays

ADB has ten (10) official holidays. Special holidays declared by the President of the Philippines are not observed as ADB holidays unless ADB President also declares them as such.

ADB has a flexitime policy which aims to help maintain a better balance between the needs of the organization and the personal and family requirements of staff. Details regarding the scheme and the options open to staff will be provided during the orientation. To accommodate the staggered lunch hours, the cafeteria is open for lunch between 11:30 a.m. and 1:30 p.m. Coffee and snacks are served by waiters in the working area which are paid by staff at the end of the day. Refreshments and snacks are available throughout the day in the cafeteria.

Each division/unit keeps a *time register* for staff at level 6 and below to time in and out. This register is maintained by the Attendance Coordinator of the division/unit.

### Paid Overtime

Only administrative staff members at personal levels 1 through 6 except those working in shift unless required to work in excess of the normal work hours on the days in the week designated to be their off days or during official holidays of ADB are eligible for compensation for overtime work. Overtime compensation is computed at 150% the rate of hourly compensation during weekdays and regular work days for staff members assigned to shift work, 200% the rate of hourly compensation during Saturdays, Sundays and official ADB holidays and off days for staff members assigned to shift work. Data entry of overtime will be done by the staff members who rendered overtime.

### Transportation Scheme for Staff Rendering Overtime

Staff members who render overtime for at least four hours after their scheduled work day (e.g. from 4:30 p.m. to at least 8:30 p.m.) during the regular working days of ADB, are entitled to either:

- Option 1: Reimbursement of taxi transportation expenses
- Option 2: Contracted vehicle service

Option 1 is applicable only to overtime work rendered during weekends and holidays provided that at least 12 hours of work are rendered until 8:30 p.m.

**Benefits****Dependency Allowance**

Staff members are entitled to dependency allowance at a fixed amount for eligible dependents up to a maximum of six dependents. Eligible dependents are spouse, parent/parent-in-law and children who are unmarried and in full time education. To apply for a dependency allowance, a staff member needs to complete the Dependent's Status Form and submit it to Compensation and Benefits Division (BPCB).

**Leave***Annual Leave*

Staff members are entitled to an annual leave of 26 working days per year, increasing to 28 and 30 days per year after five and ten years of service, respectively, accrued daily. For staff members on probation, annual leave will be credited at the rate of 2.17 working days per month at the beginning of the month; upon completion of the probationary period, annual leave will immediately be credited for the remainder of the calendar year at the rate of 2.17 working days per month; and on 1 January of the following year (and thereafter), the staff member's annual leave account will be credited with 26 working days.

Accrued leave in excess of 30 days may be encashed provided the staff member has taken at least 15 days of annual leave during the year.

*Sick Leave*

Staff members are entitled to 15 working days sick leave per year, accrued daily. For staff members on probation, 15 days sick leave is credited on the date of appointment; upon completion of the probationary period, sick leave is immediately credited for the remainder of the calendar year at the rate of 1.25 working days per month. On 1 January of the following year (and thereafter), the staff member's sick leave account is credited with 15 days sick leave. There is no limit on the accrual of sick leave but unused sick leave cannot be commuted to cash.

*Family Leave*

Staff members are allowed up to 5 days per year (charged to sick leave credits) to enable them to attend to family members (i.e., spouse, children, parents and parents-in-law) who are sick in the duty station and who require their personal care and attention. Male staff members may use this type of leave as paternity leave. This leave may also be used when assuming custody of a child in the process of being legally adopted.

### *Maternity Leave*

Maternity leave is granted up to a maximum of twelve calendar weeks to a female staff member in connection with childbirth. An eligible staff member is paid her full salary and applicable allowance during the duration of the maternity leave, but payment of salary and allowance will not be granted on more than three deliveries. If maternity leave is taken by the staff while she is under probation, the probationary period will be extended by the number of weeks of maternity leave taken.

### *Emergency Leave*

ADB provides three working days of leave, exclusive of travel time, to staff members in case of death of immediate family members. Immediate family members refer to the spouse, children, parents, and parents-in-law.

### *Miscarriage Leave*

A female staff member is entitled to two calendar weeks of leave in the event of a miscarriage or abortion of a fetus less than 28 weeks old.

### *Special Leave*

Staff members may request special leave, with or without pay subject to approval and under the following circumstances: study, work in another international institution, and other compelling reasons. Determination of such leave approval is on a case-to-case basis depending on the merits of the request. The leave should not be within the scope of the other types of leave.

### *Discretionary Time-Off*

Staff members on official mission travel during a designated holiday at the duty station may seek discretionary time-off equal to the number of duty station holidays missed and spent at work, subject to certain conditions. The unused discretionary time-off is non-compensatory and cannot be commuted to cash.

### *Occasional Absence (OA)*

OA is absence from work for two hours or less. OA is not charged to leave. However, accumulated OA for whatever reason should not exceed eight hours in a given calendar year. Staff members may also either:

- a) File OA or extend the work day: Staff members who occasionally report late in the morning (owing to traffic uncertainties, or to attend to some urgent personal need) or take an extended lunch break (to attend to a birthday or farewell lunch, for example) may

file OA or extend the work day. Extension of work day is for a minimum of 30 minutes, up to a maximum of two hours. Absences exceeding two hours require filing the appropriate period of leave.

- b) File OA or report early to office: On occasion when staff member needs to leave the office for not more than two hours before the designated time (such as to attend a parent-teacher conference in a school), staff member may file OA, or report early to office subject to prior approval of the designated authority.

### **Insurance**

ADB provides various insurance plans for the protection of staff members and their dependents against sickness, disability and death.

#### *Group Medical Insurance Plan (GMIP)*

The GMIP provides staff members and their dependents (spouses and eligible children) worldwide coverage for medical expenses resulting from sickness, accident, and maternity. Coverage begins on the date of appointment subject to receipt of the enrollment form within 61 days. For dependents not eligible on the staff member's date of appointment, eligibility will be the date of marriage for spouses, date of birth for a natural born child, the date of approval of legal adoption of adopted child, or the date of approval for dependents with late enrollment. The GMIP reimburses reasonable and customary medical expenses at 80 percent, 100 percent reimbursement applies once the calendar-year stop-loss limits per patient or per family are met. The GMIP, however, does not cover dental expenses.

The staff members may enroll their parents and/or parents-in-law in the Sponsored GMIP (SGMIP) that provides similar protection as the GMIP except for deductible amounts and no stop-loss coverage. ADB subsidizes 75 percent of the premiums, except for the following whose premiums are not subsidized: i) SGMIP, ii) continuation of coverage (for six months) for participants whose coverages are terminated due to ineligibility, and iii) coverages of unmarried children aged 19 but less than 24 and not in full time education.

#### *Group Life Insurance Plan (GLIP)*

The GLIP provides coverage equal to one year of salary against death due to accidental or natural causes for staff members below age 65, (may be extended to age 67 with satisfactory proof of health), at full cost to ADB. Coverage begins on the date of appointment for one year's salary coverage; and date of appointment if enrolled within 61 days after appointment date or insurer's approval date if enrolled after 61 days for coverage in excess of one year of salary.

The staff members may have additional coverage equal to one, two, three, four or five years salary, at full cost to the staff members. The staff members may further avail of additional life insurance coverage up to \$200,000 under the Optional Life Insurance Plan, also at full cost to the staff member.

*Accidental Death and Disability Insurance (AD&D)*

The AD&D provides coverage equal to four years of salary against death or permanent disability (total or partial) due to accidental causes for staff members below age 65, also in GLIP, at full cost to ADB. Coverage begins on the date of appointment and ceases on the date of termination of service with ADB or on the 65<sup>th</sup> birthdate provided the staff member is still in service and may be extended to age 67 subject to proof of health. Benefits for permanent partial disabilities depend on the severity of the disability based on a comprehensive schedule of disabilities. The staff members may further avail of additional accidental coverage up to \$200,000 under the Optional Accidental Death and Disability Insurance Plan (OAD&D), also at full cost to the staff member, and without proof of health.

*Workers Compensation Insurance (WCI)*

The WCI provides coverage equal to four years of salary against death or total and permanent disability due to work-related sickness for staff members (below age of 60 for permanent disability) at full cost to ADB. Coverage begins on the date of appointment and ceases on the date of termination of service with ADB. Benefits for permanent partial disabilities depend on the severity of the disability based on a comprehensive schedule of disabilities.

*Group Disability Insurance Plan (GDIP)*

The GDIP provides coverage equal to one, two, three or four years of salary against permanent disability (total or partial) due to accident (work related or not) or illness (work related or not), for staff members below 60, at full cost to the staff members. Coverage begins on the date of appointment if enrolled within 61 days after appointment date, or insurer's approval date if enrolled after 61 days. Benefits for permanent partial disabilities depend on the severity of the disability based on a comprehensive schedule of disabilities.

*Dependent's Life and Disability Insurance Plan (DLDIP)*

The DLDIP provides coverage for staff members' spouse and eligible children against death and permanent disability resulting from natural and accidental causes. Children should at least be one year but under 24 years old, single and unemployed (though disability cover starts from age five only). Spouse may be insured up to the lesser of the staff member's GLIP coverage or the staff member's four years of salary. Each eligible child may be insured up to PHP 50,000. The coverage is in units of 5,000, and is at full cost to the staff member.

Coverage begins on the date of appointment if enrolled within 61 days after appointment date, or insurer's approval date if enrolled after 61 days. For dependents acquired after the staff member's appointment date, effective date is the date of marriage for the spouse; or the 1<sup>st</sup> birth day for natural child, or the later of the 1<sup>st</sup> birth day or adoption date for adopted child.

#### *Travel Accident Insurance for Dependents*

The Travel Accident Insurance provides coverage for staff members' spouses and eligible children against death resulting from accidents while on ADB-paid travel at full cost to ADB. The coverage is 1.5 times annual salary for the spouse, and 0.75 times annual salary for each eligible child.

#### **Housing Loan Program**

ADB's Housing Loan Program assists eligible Filipino staff members with loans to own homes for their residential use within reasonable commuting distance from ADB, or to improve their existing owned homes. To be eligible for a housing loan, a staff member must (i) have had five years continuous service with ADB; and (ii) have performance ratings equivalent to "meets or exceeds expectations" and no disciplinary action imposed on him/her during the three years preceding the loan application.

An eligible staff member may borrow on the basis of multiples of current annual salary, subject to a maximum limit. Interest rate is computed at 50 percent of the mean of the housing loan interest charged by the three major mortgage lending banks in Manila and is reviewed every December. Repayment of principal and interest on the loan is through payroll deduction. Staff member's Payroll deduction, including housing loan deductions, must not exceed 80 percent of salary.

#### **Health Services**

##### *Medical and Dental Clinics*

ADB Headquarters has fully equipped medical and dental clinics. In addition, ADB has accredited medical and dental clinics strategically located in the metropolis that also provide medical and dental care to staff members and dependents. Medical care includes doctor's consultations (including consultations with retainer specialists), diagnosis, various laboratory tests, and x-rays. Routine dental care includes prophylaxis, fillings and extractions, gum treatment, peri-apical x-ray, pits and fissure sealant, flouride application, desensitization of teeth, scaling, recementation of bridge, and root canal treatment.

### *In-House Pharmacy*

An in-house pharmacy, operated by a contractor, is available to provide staff members with convenient facility to purchase medicines. ADB also made arrangements with designated drugstores outside the premises to provide prescription drugs to staff members and dependents. The staff member's share of expense is recovered through salary deduction.

### **Medical Emergencies**

#### *Ambulance Service*

ADB has a contract with Lifeline Arrows Medical Specialists, Inc. for the Quick Response Program which will provide ambulance service in Metro Manila. This service is provided to staff members and their families residing at the same location. Medical service fees and costs of consumables on board the ambulance will be billed to J. Van Breda under the Group Medical Insurance Plan for staff members and their eligible dependents, but the twenty per cent (20%) co-payment will be borne by staff through salary deduction. Charges for other household members who are not eligible dependents but reside with the staff member will be billed to the staff.

#### *Medical Evacuation Facility*

This program provides medical evacuation to staff members and their dependents in case of serious emergencies requiring immediate medical attention, from areas outside the duty station where suitable transportation is unavailable and/or medical facilities are inadequate. ADB has a contract with International SOS with access to medical staff on a 24-hour basis around the world. Staff members are provided with International SOS member cards which list International SOS emergency contact telephone numbers.

### **Staff Retirement Plan (SRP)**

The SRP is a defined benefit plan that provides benefits upon normal or early retirement, termination of appointment, permanent incapacity or death of a staff member while in service. The staff member contributes nine and one-third percent of salary. ADB contributes a variable amount based on actuarial advice to keep the plan well funded.

The normal retirement age is 60, while early retirement is upon reaching the Rule of 70 where the age and service add up to at least 70, or the Standard Rule for those not meeting the Rule of 70 but have reached at least age 55 with at least three years of service. The normal retirement pension is computed as

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<sup>1</sup> For service in and after 1 January 1999, highest range and salary includes the mid-year and year-end bonus paid to staff.

2.95 percent of the highest average annual salary<sup>1</sup> paid during any two consecutive years of eligible service times years of service. There is no reduction factor for early retirement under the Rule of 70; but a reduction factor is applied for early retirement under the Standard Rule. Lump sum benefits are paid to those who leave ADB with less than three years service, or those who have 3 or more years of service but opt for it in lieu of pension. Survivor's pensions are paid to the staff member's spouse and eligible children upon death in service or after retirement. Disability pensions are paid to the staff member upon permanent disability in service.

Pensions are indexed annually to inflation with a guaranteed rate of three percent per year. Pensions are paid in salary currency (Philippine Pesos), or in the staff members' home currency, or in both, at the staff members' option.

### **Provision for Contingencies**

#### *Multi-purpose Loan (MPL) Facility*

The multi-purpose loan facility is available to assist staff members in any form of financial need solely for personal use.

All confirmed staff members on regular or fixed term appointments are eligible for multi-purpose loans according to the following schedule:

<b>Minimum Length of Service<sup>2</sup></b>	<b>Loan Ceiling National Officers and Administrative Staff</b>	<b>Maximum Repayment Period</b>
12 months	2.3 months' salary	24 months
24 months	4.7 months' salary	48 months
36 months	7 months' salary	72 months
48 months	8.7 months' salary	72 months
At least 60 months	10.5 months' salary	72 months

The minimum loan amount is Php-5,000.

A staff member may apply for an MPL up to three (3) times per year not exceeding the applicable loan ceiling. The loans are restructured such that at any given time there is only one MPL per staff with the maximum loan amount not exceeding the loan ceiling listed in the above table.

Eligible staff members who wish to apply for a multi-purpose loan should submit a completed application form to the Payroll Section of the Controller's Department.

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<sup>2</sup> Service is reckoned from date of appointment or date of participation in the Staff Retirement Plan, if later.

### *Emergency Travel*

This provides reimbursement of expenses for travel taken by the staff members or their spouses due to death of an immediate family member, away from the duty station, based on the most direct route as determined by ADB. Immediate family members refer to spouse, children, parents, and parents-in-law. The reimbursement is based on the actual cost of round-trip economy class airfare between Metro Manila and commercial airport nearest to where death occurred, or actual cost of round trip by road, rail, or sea transportation for death occurring outside Metro Manila but within the Philippines; or actual cost of round trip economy class airfare from Manila to Jolo for death occurring outside the Philippines. Lump sum allowance is also provided to cover airport taxes and transportation expenses for travel to and from airport for travel by air, or to cover terminal fees and transportation expenses for travel to and from bus or train station or port for rail or sea travel.

### *Death Grant*

In the event of death of a staff member, the death grant payable will be a sum equivalent to three months of salary subject to a maximum of \$5,000.

## **Salary and Bonuses**

Salaries are paid in Philippine Pesos on a semi-monthly basis on the 15<sup>th</sup> (or the last working day prior to the 15<sup>th</sup> if such falls on a holiday or a weekend) and the last working day of each month. Salaries are credited to the staff member's payroll bank account.

Staff members are entitled to mid-year bonus paid in March and a year-end bonus paid in September, each equivalent to one month of salary.

## **Education Assistance**

ADB provides financial assistance to job-related continuing education activities outside normal working hours to staff members. It supports the participation of a staff member in formal education courses at her or his duty station and also on a distance learning basis. The subsidy covers 75 per cent of actual costs of registration, examinations, tuition fees and textbooks required for the course, and is payable after the successful completion of each part of the course on the basis of submitted original receipts of payments and an assessment sheet from the training institution or university. BPHR may be contacted for further information.

Part of the education assistance is the ADB-Ateneo In-house MBA Program, which is open to all staff members including those newly-hired. ADB

advances the payment to Ateneo and seeks reimbursement from staff through payroll deduction. Books are purchased by the Library in bulk and distributed to students who may either pay in advance or request ADB to advance the payment and again seek reimbursements from students. When a student withdraws, the 75% subsidy will be returned to ADB through payroll deduction (tuition fee, textbook, entrance examination fee). BPHR may be contacted for further information.

### Staff Association/Staff Council

ADB encourages and assists in fostering close cooperation among its staff members to promote the aims and objectives of ADB as well as to promote the staff members' rights, interests and welfare through consultations with the Staff Council, the representative body of the Asian Development Bank Staff Association. The Staff Association annual membership fee is P50.00.

### ADB Employees' Multi-Purpose Cooperative (ADBEMC)

The ADBEMC is a multi-purpose cooperative association initiated and operated on a voluntary basis by ADB Filipino staff. Membership in the ADBEMC is open only to Filipino staff members. The ADBEMC provides deposit and loan facilities as well as other credit facilities.

### Staff Welfare and Recreation Clubs

ADB supports a number of sports and hobby clubs which provide activities to enhance staff morale and encourage interaction among staff members. ADB provides a budget allocation which includes funds for staff welfare and recreation in support of the recognized activities of approved clubs. These funds are intended as a subsidy and do not cover all the activities of the clubs nor do they cover dependents' participation. Clubs are expected to collect membership and participation fees to cover the costs of their respective programs. BPHR may be contacted for further information.

### Learning Resources Center (LRC)

The Center provides individualized self-paced learning opportunities for ADB staff through computer-based, audio visual and audio-based training; self-instructional courses; and group video sessions. The LRC is located in ADB's Library.

## **Other Services Provided to Staff**

### **Security-Related Emergencies**

In security-related emergencies, staff members will be assisted by the personnel of ADB's security/safety services contractor. Two types of security related assistance will be made available to staff members: (i) ADB-paid services; and (ii) staff-paid services. Category (i) relates to situations in which staff members or dependents have suffered or are facing the possibility of a physical injury, serious threat or police detainment. Services provided in other situations will be paid for by the staff members directly to the security contractor.

### **Counseling Services**

ADB has engaged an external counselor to give confidential advice, counsels staff with stressful personal, family, or work-related concerns. The counselor refers staff to other therapeutic services when required.

### **Legal Assistance Services**

The services of a law firm have been engaged to provide initial advice on the legal aspects of personal problems of staff and their dependents. Matters discussed between the staff and the lawyers are strictly confidential.

### **Vehicle Advice**

To provide assistance to ADB employees on purchasing a vehicle. This facility may be used to post staff notices for selling a vehicle, and access a directory of Manila car dealers.

### **Service-oriented private companies**

Within the premises, there are a number of miscellaneous services providers such as a travel agency, an insurance company (including coverage of personal car and household insurance), a notary public, a laundry and dry cleaning shop, a bookstore, a convenience shop, courier services (DHL, TNT, Airborne Express), postal services, mail services (Direct Link and Spring) and telecom counters (Globe, PLDT).

Additional services provided are:

- SSS payments are honored by Metrobank ADB in-plant office
- Personal security services are offered by ADB's in-house security agency
- Philhealth insurance is honored for medical expense reimbursements
- Multi-purpose cooperative to locally recruited staff only
- Winebrenner Iñigo Insurance Broker who provides assistance in personal car registration, real estate payments, driver's license, etc.

### **Banking Facilities**

Two commercial banks have branches in the ADB Headquarters building to provide full banking services to ADB staff and dependents.

### **No Smoking Rule**

Smoking is not permitted inside the Headquarters for the health and safety of the staff members. Special places are provided for smoking.

**Note:** This information guide is not intended to amend, revise or supersede ADB's existing Administrative Orders, Administrative Circulars and its other rules, regulations and issuances.

**Appendix 1**  
(Pursuant to A.O. No. 2.01,  
revised 22 June 2000)

## CLOSE RELATIVES OF BANK PERSONNEL

For purposes of all types of employment covered by this Administrative Order, i.e., regular, fixed-term, temporary, part-time, consultant, secondee, and intern<sup>3</sup>, the following persons, in addition to the spouse and children of Bank personnel, are hereby considered as “close relatives”:

Mother	Grandmother	Aunt	Stepmother	Mother-in-law
Father	Grandfather	Uncle	Stepfather	Father-in-law
Brother	Granddaughter	Cousin*	Stepsister	Sister-in-law
Sister	Grandson		Stepbrother	Brother-in-law
Niece				Daughter-in-law
Nephew				Son-in-law

For Family Leave, Emergency Leave and Emergency Travel, the definition of close relatives is restricted to spouse, children, parents and parents-in-law.

\* Child of an Aunt or Uncle.

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<sup>3</sup> consultants, secondees and interns are not considered staff of ADB.

## Information on Fixed-Term Appointment (National Officers and Administrative Staff)

This paper is intended to ensure that staff members on fixed-term appointments gain an accurate understanding of the meaning of their fixed-term status and a realistic view of their prospects of being converted to a “regular” (indefinite) appointment upon expiry of their fixed term.

Included, for information, is an overview of the normal departmental processes for providing fixed-term staff with relevant and timely feedback and for developing a consistent and reliable basis for making decisions on possible conversions.

### 1. Intentions and expectations regarding fixed-term staff

It is the current policy of ADB to maintain a large proportion of its staff members on an indefinite basis, through “regular” staff appointments. Initially, however, new staff members are hired on a fixed-term basis for three years. While the practice of ADB has been to offer conversion to “regular” status to the majority of staff when their terms expire, this experience cannot be construed as a commitment in any individual case.

ADB’s legal obligation does *not* go beyond the initial term, unless and until a formal written commitment to a conversion has been made in accordance with the procedures outlined below. No supervisor or other ADB official has the authority to commit ADB outside these procedures.

### 2. Considerations in ADB’s decision-making

Naturally, the conversion decision depends in large part on the assessment by the department/office of the staff member’s performance during the fixed-term appointment and the related judgment about the individual’s potential for a successful career with ADB. There must be a clearly positive assessment for taking the important step of committing ADB to providing a career opportunity for the individual. However, the short-and long-term staffing needs of ADB are of paramount importance in this process. Currently substantial changes to the business processes and organizational structure of ADB are under way which are expected to entail far-reaching implications for the staffing and skills-mix requirements of ADB. Therefore, staffing requirements at the time of possible conversion may not justify a positive decision that would otherwise have been warranted solely if made on the grounds of performance and potential.

### **3. Overview of monitoring and decision-making process**

The mutual objective during the fixed-term appointment is to enable the staff member to perform at full capacity as quickly as possible, not just to maximize the contribution to ADB's work but also to provide an opportunity for the staff member to demonstrate potential for the future.

The supervisor should endeavor to provide suitable assignments, appropriate guidance, and timely feedback. However, the fixed-term staff member must be prepared to seek such assistance from the supervisor(s). The staff in the Human Resources Division also stand ready to assist upon request, should the staff member or the supervisor find this necessary.

The monitoring process includes a formal probationary period. The purpose of such probationary period is to determine whether the staff member is suitable for service in ADB. Such determination is generally made on the basis of the staff member's first 12 months of service. The performance of the staff member is first reviewed after six months of service. A second review is conducted before the end of the 13<sup>th</sup> month of service.

At this time, ADB will decide whether or not to confirm your appointment, and you will be given a full written evaluation of your performance. Prospects for conversion to a regular appointment may be discussed at this time, but no commitment can be made at this early stage. In exceptional cases where it is considered that more time is required to fully evaluate the staff member's performance, the probationary period of the staff member may be extended by ADB. In such a case a third review of the staff member's performance is carried out before the end of the 18<sup>th</sup> month of service on the basis of which the decision on the confirmation of appointment is taken. After the confirmation of appointment, you will receive a full written evaluation of your performance following each calendar year.

After two and one half years, your Office or Department will inform you and the Human Resources Division whether or not it recommends an extension and conversion to a regular appointment, while giving its underlying reasons in terms of performance, potential, and office/departmental staffing needs. The final decision will be made by Director General of the Budget, Personnel & Management Systems Department based on the recommendations of Director, Human Resources Division and your own Department or Office. There is normally no basis for questioning this decision, which is considered final and taken on behalf of ADB as a whole.

If ADB's staffing requirements do not justify a conversion of the staff member's appointment or if a department or office finds that it has inadequate information upon which to base a final decision about a fixed-term appointee's conversion to regular staff, the department or office may request only once an extension for up to two years. A staff member receiving such an extension should not take the extended affiliation with ADB as any kind of indication, in itself, regarding the prospects for eventual conversion.