
Board of Trustees (BOT)**Resolution BOT-202311-17**

BOT Face-to-face Meeting, Seoul, Korea

November 8-9, 2023

Resolution BOT-202311-17. Change in Personnel Policy

The Board approved the following changes to the IVI Personnel Policy:

5.024 Probationary Period

All regular appointments shall require a probationary period which is indicated in their appointment letter and are as follows:

Grades **G2 – 5**: 6 months → Grades **G13 – 7**: 6 monthsGrades **G6 – 10**: 3 months → Grades **G6 – 1**: 3 months**7.01 Grade System**All roles at IVI shall be placed in a grade system, with **G1** being the most senior grade and **G10** the most junior. The job grade for a particular role reflects all the factors which are required in that role; responsibility, autonomy, decision-making, span-of-control, etc.→ All roles at IVI shall be placed in a grade system, with **G14** being the most senior grade and **G1** the most junior. The job grade for a particular role reflects all the factors which are required in that role; responsibility, autonomy, decision-making, span-of-control, etc.**14.01 Notice Period****14.011 Fixed-term staff members**

Should IVI decide to discontinue a staff member's contract upon his/her term completion, the applicable notification period in writing is indicated in their appointment letter and is as follows:

G2 and above: 6 months → **G13** and above: 6 months**G3** and below: 3 months → **G12** and below: 3 months

Contract: 1 month

14.012 Resignation

Should the staff member wish to discontinue his/her employment with IVI, the applicable notification period is indicated in writing in their appointment letter and is as follows:

G2 and above: 3 months → **G13** and above: 3 months**G3 – G5**: 3 months → **G12 – G7**: 3 months**G6** and below: 1 month → **G6** and below: 1 month

Contract: 1 month

8.022 Education AllowanceIVI provides support for the education of up to two dependent children from kindergarten to secondary education if resident at the **Seoul** duty station. The allowance is limited to 75% of the



authorized costs of the designated local international school (**Yongsan International School, Seoul**).

→ IVI provides support for the education of up to two dependent children from kindergarten to secondary education if resident at the duty station **outside their home countries**. The allowance is limited to 75% of the authorized costs of the **HR** designated local international school.

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