

## EEB Salary Scale and explanatory note

**Version 1 December 2023**

*The EEB has decided to publish its salary scale with a brief explanatory note to provide applicants with clarity about possible salaries, and to increase the comparability of salaries in our sector. This salary scale is part of a detailed, internal Salary Policy that spells out the criteria based on which staff are placed on different grades, what the roles and responsibilities are linked to different grades and what the necessary skills and experiences are. The Policy explains how promotions and salary increases are decided to ensure fairness and comparability.*

### What are we trying to achieve?

A fair and balanced system of pay, reward and career development across the EEB.

### The type of rewards system we are trying to achieve

Payment of employees is an important part of any organisation's strategy. Employees are a valuable resource which needs management and development.

**As such, a salary scheme needs to:**

#### **a) Contribute to the effective delivery of our strategy and work programme**

- Recognition of importance of staff to the organisation
- Focus on observable core skills, knowledge and behaviours
- Re-enforce positive and effective contribution (performance)

#### **b) Respect the organisation's limited resources**

- Be realistic in relation to the organisation's budget
- Make use of legitimate ways of reducing the tax burden e.g., lunch vouchers
- Sit alongside non-salary benefits of rewarding employees, e.g., a pension scheme or holidays

#### **c) Attract and retain high quality staff**

- Be sufficient for attraction and retention of best staff (comparability with sector or competing sectors)

#### **c) Recognise individual needs of staff**

- Support staff development and recognise the range of contributions made
- Be sensitive to opportunity, entitlement, differentials
- Ensure rewarding environment beyond pay

#### **d) Ensure fairness**

- Processes & policies are consistent and transparent
- Recognise there may be some exceptions for exceptional circumstances

## 1. EEB SALARY SCALE EFFECTIVE FROM 1 December 2023

Please note: All salaries are monthly gross salaries before tax.

		Effective 1 December 2023																					
		S	T	E	P	S																	
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII	XIX	XX		
240%	Secretary General	6,495	6,624	6,757	6,892	7,030	7,171	7,314	7,460	7,609	7,762	7,917	8,075	8,237	8,401	8,569	8,741	8,916	9,094	9,276	9,461		
208%	Deputy Secretary G	5,629	5,741	5,856	5,973	6,093	6,214	6,339	6,466	6,595	6,727	6,861	6,999	7,138	7,281	7,427	7,575	7,727	7,881	8,039	8,200		
180%	Head of / Director	4,871	4,968	5,068	5,169	5,272	5,378	5,485	5,595	5,707	5,821	5,938	6,056	6,178	6,301	6,427	6,556	6,687	6,820	6,957	7,096		
156%	Manager	4,221	4,306	4,392	4,480	4,569	4,661	4,754	4,849	4,946	5,045	5,146	5,249	5,354	5,461	5,570	5,682	5,795	5,911	6,029	6,150		
132%	Senior / Deputy Mar	3,572	3,643	3,716	3,791	3,866	3,944	4,023	4,103	4,185	4,269	4,354	4,441	4,530	4,621	4,713	4,807	4,904	5,002	5,102	5,204		
108%	Officer	2,923	2,981	3,041	3,101	3,163	3,227	3,291	3,357	3,424	3,493	3,563	3,634	3,707	3,781	3,856	3,933	4,012	4,092	4,174	4,258		
100%	Associate	2,706	2,760	2,815	2,872	2,929	2,988	3,047	3,108	3,171	3,234	3,299	3,365	3,432	3,501	3,571	3,642	3,715	3,789	3,865	3,942		

## Explanatory note on Salary Scale

The horizontal rows represent different salary grades linked to different roles and responsibilities in the organisation. The vertical columns represent steps through which an employee progresses over time within each grade, recognising their performance and contributions. Each step in the table is 2% higher than the preceding step. The steps can continue beyond XX, following the same 2% increase per step. The salary corresponding to the first step in the lowest grade may be seen as the reference salary. Each new employee will be assigned a grade which is usually clear from the position they have applied for, and they will start at the step that corresponds to their experience within that grade. Once a year, the EEB's Annual Performance Appraisal (APR) serve to propose and decide on both promotions and salary increases. Outside the annual circle, promotions and salary increases can also be decided where a new contract is offered, or under exceptional circumstances.

The EEB regularly reviews its policies in light of comparable practices in the sector and evolving conditions. The salary scheme will also be adjusted whenever Belgian government prescribes indexation of salaries.

This salary scale only presents remuneration through salary. The EEB also offers a range of non-salary benefits including, but not limited to, luncheon vouchers, a private pension scheme, travel to work support, a monthly teleworking contribution, mobile phone subscriptions or travel insurance (the latter two depending on the position).. The range of complementary benefits is updated as we explore new possibilities to make working with the EEB increasingly attractive.

The EEB, as part of its commitment to transparency and a just society, has committed to regularly publish an indicative salary scale. As a disclaimer: this is a guidance document and does not constitute a legally binding commitment as salary adjustments are a continuous ongoing process.