

# WELCOME TO EFSA

*Your guide to a smooth onboarding experience*





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## ABOUT EFSA

### *Our mission, vision and values*

EFSA is an agency of the European Union set up in 2002 to provide the scientific basis for laws and regulations to protect European consumers from food-related risks, from farm to fork. The agency is located in Parma, in Northern Italy, and [here](#) you can find further details on the city and what it has to offer.

### **Mission, vision and values**

Safety in the food chain from farm to fork is at EFSA's core. We contribute to protecting human life and health, taking account of animal health and welfare, plant health and the environment. We deliver independent and transparent scientific advice to policy makers, through cooperation with our partners, and in an open dialogue with society.

Our vision is to promote safe food and sustainable food systems through transparent, independent and trustworthy scientific advice. In this endeavour we are guided by our core values: excellence, independence, openness, accountability, and cooperation.

For more detailed information on how we work, whom we work with and what our strategic objectives are, please refer to our [website](#), [2027 Strategy](#) and our [organigramme](#).

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## THE START OF YOUR JOURNEY

### *Steps to be performed before arrival and on your first day*

### **Preparing for your first day**

Upon acceptance of the offer, a dedicated HR Specialist will guide you through the next steps to best prepare for the start of your journey at EFSA:

- Relevant documentation - you will be required to submit supporting documents to confirm your eligibility and prepare your contract;
- Medical visit - if applicable, you will be contacted by EFSA's Medical Services to schedule and undergo your pre-employment medical visit in Parma;
- Contract - upon submission of all required documents, you will receive the finalised contract for signature;
- Rights & obligations - the HR specialist will provide you with an initial overview of your rights and obligations, including allowances, salary and working conditions;
- Relocation services - if needed, you will be put in contact with a specialised relocation firm to support you in your move to Parma.

The HR Specialists will be your contact point prior to arrival, and throughout your journey at EFSA, to guide you on all matters related to your contract and your rights and obligations, including entitlements, working conditions and health insurance.



## Your first day

We wish your first day will be among the most memorable of your career!

Please find below the key highlights of the day, together with important information to keep in mind:

- At 9 am you will be welcomed at the reception for your registration, and you will also receive your EFSA badge (make sure you bring your ID card!);
- You will then meet your manager and/or colleagues for a quick welcome and coffee;
- At 10.30 you should attend the IT induction, during which you will receive your computer and equipment, and you will be guided through the first log-in to EFSA systems;
- Lunch will be scheduled with your colleagues, and in the afternoon you will have time to settle down and familiarise yourself with the new work environment. While the canteen and coffee bar offer a variety of meal choices and drinks, you can bring your own food, which you may consume in the canteen and bar areas; each floor is also equipped with a kitchenette;
- The day closes with a more formal moment of feedback with your line manager to share views on the first day.

## Italian language

During the first 12 months from entry into service (and for a duration of 6 months), staff and their spouses can attend in-house Italian training courses for proficiency levels below B2 to facilitate their integration. Detailed information will be provided to you upon entry into service.

- [One World Italiano](#)
- [BBC](#)
- [Duolingo](#)





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## **SALARY AND BENEFITS**

### *Essential information on your rights*

All financial entitlements are governed by the Conditions of Employment of Other Servants (CEOS) in the [EU Staff Regulations](#) and Implementing Rules.

Below you will find a short overview of the different entitlements, as well as basic information related to your salary. Upon entry into service, your HR Specialist will guide you through your individual situation.

#### **Your salary**

Your salary is paid around the 15<sup>th</sup> of each month. However, please note that your first salary will be paid on the 15<sup>th</sup> of your second working month; in case of need, you may request an advance.

The salary you receive takes into account the basic salary, corresponding to your grade and step (as specified in your contract), any eligible allowances, compensations, taxes and social contributions.

In addition, the salary is impacted by an overall weighting factor to account for the cost of living in your place of employment. This factor is updated by Eurostat, the statistical office of the European Union, generally once a year.

#### **Expatriation allowance**

As an expatriate, you may be entitled to an expatriation allowance of 16% of your basic salary, a household allowance and a dependent child allowance (if applicable).

You are considered an expatriate if you:

- Do not have, and have never had, the nationality of your place of employment;
- Have not been a habitual resident or working in the country of employment during the reference period of 5 years ending 6 months before your entry into service (work for another state or an international organisation is not taken into account for the calculation of the reference period);
- Have, or have had, the nationality of your place of employment but did not have your habitual residence in the country of nationality in the reference period of 10 years prior to your entry into service (if you were absent from the country of nationality in the context of work for a state or international organisation, this absence will not be taken into account for the calculation of the reference period).

You have a legal obligation to declare your current and past nationality/ies to ensure the correct determination of your rights.

#### **Family allowances**

For dependent children, you are entitled to three types of family allowances, each granted on a monthly basis:

- Household allowance: if you are married, or in a partnership recognised as equivalent to marriage, you may be granted one household allowance, if the income of your spouse is below a set threshold and you have no dependent children;



- Dependent child allowance: one allowance per child. Children up to the age of 26 may be recognised as dependent children; as of the age of 18, this recognition is dependent on the child receiving educational or vocational training;
- Education allowance: one allowance per child. The monthly amount varies according to the type of educational training:
  - Pre-school – a flat-rate amount for children up to the age of 6 who have not yet started primary school;
  - Primary and secondary education – reimbursement of certain school costs (e.g., registration or tuition);
  - Higher education – a single flat-rate amount, or, in case you are entitled to the expatriation allowance, a double flat-rate amount if the child is studying abroad or at a distance of at least 50 km from the place of employment.

### **Compensation for costs related to your entry into service**

If you need to change your place of residence upon entry into service, you may be entitled to the following compensations:

- Travel costs: reimbursement of the travel costs for yourself and the members of your household from the place from where you were recruited to the place of work (flat-rate amount based on the distance);
- Daily subsistence allowances: a flat-rate amount is payable per day to compensate you for the costs and inconveniences of settling in at the place of work. The period over which the daily allowances can be granted depends on your specific situation but ends, in all cases, on the date of your removal if reimbursed by EFSA;
- Installation allowance: a grant to compensate for the costs incurred while settling into your new permanent accommodation at the place of employment. To be eligible you must succeed the probationary period and provide proof that you had to change your place of residence/domicile to join EFSA. The grant equals one month's basic salary and is doubled if you are entitled to the household allowance, and if the family settles within one year of the end of the probationary period;
- Reimbursement of removal costs: under certain conditions and only upon prior authorisation, you are entitled to reimbursement of the costs for the removal of your personal effects from your place of recruitment to your place of assignment. This reimbursement takes into account your family situation and the geographical distance, and it is limited by a specific ceiling (insurance and VAT included). In addition, please note that if you receive daily subsistence allowances, you will cease to receive these on the day of the unloading of your furniture.

You may find further details on benefits [here](#).

**Important note:** The above allowances are intended to supplement any allowances of a similar nature received from other sources. The amount of allowances received from other sources will be deducted from those paid by the European Union.



## **Joint Sickness Insurance Scheme (JSIS)**

EFSA staff and all family members, subject to certain conditions, are covered by the Joint Sickness Insurance Scheme (JSIS) of the European Union. The scheme reimburses medical expenses for most medical procedures or treatments at the rate of 80-85% (subject to certain ceilings).

You are covered worldwide, 24 hours a day, from the first working day, for: sickness; hospitalisation; maternity; accidents and occupational diseases (for staff members only). Please be reminded that coverage is always subject to certain conditions and ceilings, in particular in case of travel outside the EU.

More detailed information will be provided to you by your HR Specialist during your induction, together with all relevant material.

## **European Commission pension scheme**

Upon completion of at least 10 years of active service and after having reached the pensionable age, you are entitled to a pension.

You acquire a certain percentage of pension rights for each year of service: 1.8 – 1.9 or 2% (depending on the date of entry into service or the date of your last contract within the EU institutions). Your total pension rights are calculated on the basis of your final basic salary.

Pension rights acquired under a national pension scheme or through a pension fund can also be transferred into the EU institutions' pension scheme through a transfer-in request within the first 10 years of service.







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## WORKING TIME

### *Overview of key requirements*

Standard working time is, on average, 8 hours per day (i.e., 40 hours per week) and, in principle, no more than 10 hours per day. Staff should work mainly between 8.00 and 19.00.

Staff may telework up to 60% of their weekly working time; however, at least 40% of the weekly working time must be worked from EFSA premises.

Teleworking is performed at the place of employment or from a place allowing staff to reach the office within 3 hours in case of an unforeseen service need. You may request to telework outside the place of employment for a maximum of 10 working days per calendar year.

While on your first day you will receive your pc (with its dedicated charger) headset and a spare mouse, EFSA offers a financial contribution of up to €500 to cover expenses incurred for purchasing additional IT and home office equipment. All further details will be provided to you upon entry into service.

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## PROBATIONARY PERIOD

### *Your first nine months*

To confirm your contractual engagement, where applicable, you are required to complete a probationary period of 9 months. The probationary period is served by all newcomers or any staff member that changes contract.

During these 9 months, you will be assessed in your new role in terms of efficiency, ability and conduct while performing the assigned tasks. This time also allows you to familiarise yourself with processes, procedures and policies and more generally with the new working environment.

If the staff member occupies a middle management position, he/she is required to serve a management trial period of 9 months to assess the managerial competencies, in parallel to the ordinary probationary period.

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## ADMINISTRATIVE STEPS UPON ARRIVAL

### *Support for you and your family*

- Special ID card: staff are entitled to a special ID card for themselves and non-Italian dependent family members (spouse, officially recognised partner, dependent children) who live, but do not work, in Italy;
- Codice fiscale: the codice fiscale is a permanent Italian identification number issued by the Agenzia delle Entrate, which is essential for all national and local administrative procedures (e.g., to rent an apartment or open a bank account);
- Tax exemption request: upon presentation of the special ID card, VAT exemptions on purchases made in Italy of household goods, appliances and one vehicle, as well as on household rental tax, may apply:
  - VAT exemption: expatriated or Italian staff members who were resident abroad when hired;



- Car tax exemption: non-Italian staff members who own a car (to be renewed every year);
- Household rental tax exemption: non-Italian staff members.
- Driving license registration: EFSA staff who possess a driving license not issued in Italy are strongly encouraged to verify its validity and usability, as some limitations may apply;
- Car matriculation: EFSA staff need to comply with national law, according to which vehicles registered in another Member State that are brought to Italy must be registered with Italian number plates.

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## DAY CARE CENTERS AND SCHOOLS

### *Parents' corner*

- Day care centres

EFSA staff may benefit from the services of specific day care centres in Parma (nurseries and kindergartens), contracted by EFSA and offering quality care focused on children's wellbeing, development and socialisation.

The operation of the centres' nurseries and kindergartens is monitored and evaluated by the Municipality of Parma.

- European School

The Scuola per l'Europa (European School) in Parma is an Italian school with special status associated with the system of European Schools, of which it adopts the systems, programmes, teaching and administrative models.

The school ensures appropriate European education for the children of EFSA staff and Italian citizens; there are three sections: Italian, English and French.

EFSA staff benefit from priority access for their children, and registration and tuition fees are paid by EFSA directly.

For further information and details, you may refer to the [dedicated website](#).

We hope this booklet proves to be a valuable resource as you embark on your journey with us. If you require further assistance or have any additional questions, please do not hesitate to reach out to your HR Specialist.

**Once again, welcome to EFSA!**  
**We are thrilled to have you with us.**

