

General
ST/SGB/Staff Rules/1/Amend.22
1 August 1963

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff

Subject: MANUAL WORKERS—SCHEDULE OF ANNUAL SALARIES

The schedule of annual salaries for Manual Workers at Headquarters published in Annex B of ST/SGB/Staff Rules/1 is hereby amended with effect from 1 April 1963.

The schedule of salaries prescribed in ST/SGB/Staff Rules/1/Amend.19 is hereby cancelled and superseded.

A handwritten signature in dark ink, appearing to read 'U Thant', with a horizontal line drawn underneath it.

U THANT
Secretary-General

APPENDIX B
HEADQUARTERS

Manual Workers - Salaries and Allowances

Showing Annual Gross, "Half-Gross" and Approximate Net After Application of Staff Assessment

(In US dollars)

Effective 1 April 1963

Level	Type of Post		Steps					
			I	II	III	IV	V	VI
M-1	Unskilled Labourer	(Gross)	4,580	4,700	4,820	4,970	5,120	5,280
		(Half-Gross)	4,220	4,330	4,440	4,580	4,710	4,850
		(Net)	3,860	3,960	4,060	4,180	4,300	4,420
M-2	Helper	(Gross)	4,970	5,120	5,280	5,450	5,610	5,790
		(Half-Gross)	4,580	4,710	4,850	5,010	5,150	5,310
		(Net)	4,180	4,300	4,420	4,560	4,690	4,830
M-3	Semi-skilled	(Gross)	5,450	5,610	5,790	5,970	6,170	6,350
		(Half-Gross)	5,010	5,150	5,310	5,480	5,650	5,810
		(Net)	4,560	4,690	4,830	4,980	5,130	5,260
M-4	Skilled (Journeyman)	(Gross)	6,080	6,260	6,450	6,640	6,830	7,030
		(Half-Gross)	5,570	5,730	5,900	6,060	6,230	6,400
		(Net)	5,060	5,200	5,340	5,480	5,620	5,770
M-5	Senior	(Gross)	6,640	6,830	7,030	7,240	7,450	7,660
		(Half-Gross)	6,060	6,230	6,400	6,590	6,770	6,960
		(Net)	5,480	5,620	5,770	5,930	6,090	6,250
M-6	General Foreman	(Gross)	8,250	8,450	8,650	8,860	9,080	9,300
		(Half-Gross)	7,470	7,650	7,820	8,010	8,200	8,380
		(Net)	6,690	6,840	6,990	7,150	7,310	7,460

Increments: Salary increments within the levels shall be awarded on the basis of satisfactory service, as follows:

Dependency Allowances:

Dependent spouse	300
Dependent child	250
except for first dependent child of a widowed or divorced staff member	400
Secondary dependant	200

	Months
(i) For advancement from step 1 to step 2	6
(ii) For advancement from step 2 to step 3	12
(iii) For advancement from step 3 to step 4 and from step 4 to step 5	18
(iv) For advancement from step 5 to step 6	24

APPENDIX B

Headquarters

Conditions Governing Compensation for Overtime Work

Pursuant to Staff Rule 103.12, additional payment or compensatory time off shall be given to staff members in the General Service category or in the Manual Worker category who are required to work in excess of the scheduled work week, in accordance with the following provisions:

(a) Definitions and General Conditions:

(i) The scheduled work week means the schedule of basic working hours assigned to the staff member. The scheduled work week shall not exceed 40 hours in five days of work during seven calendar days and shall exclude one hour a day for a meal.

(ii) Overtime work means work in excess of the scheduled work week which has been authorized by proper authority.

(iii) Compensation for overtime work:

(A) Will take the form of an equal amount of compensatory time off in respect of overtime in the five days of the basic work week up to a total of 40 hours of work; subject to the exigencies of the service such compensatory time off may be granted at any time during the four months following the month in which the overtime work is done.

(B) Will take the form of a supplementary payment when the overtime is in excess of a total of 40 hours of work within the five days of the basic work week, or when it occurs on the sixth or seventh day of the week, provided that any absence from work (other than sick leave) of three consecutive days or less which has not been authorized in advance and which is taken following such overtime, during the calendar month in which the overtime work is done or during the first half of the succeeding month, will be regarded as compensatory time off to the extent of such overtime work, and no supplementary payment will be made for that overtime.

(iv) Compensation for overtime work will be reckoned to the nearest one-half hour; casual overtime of less than one-half hour on any day during the scheduled work week shall not be considered. A staff member who is required to report for overtime work on the sixth or seventh day of the week or on an official holiday shall receive not less than four hours of overtime compensation.

(v) In the interests of the health of the staff member and the efficiency of the service, supervisors will not require a staff member to work more than 40 hours of overtime during any one month in excess of 40 hours of work per week except where unusual