

GENERAL

ST/SGB/94/Add.2/Amend.9
16 May 1960

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff

Subject: STAFF RULES APPLICABLE TO SHORT-TERM APPOINT-
MENT AT HEADQUARTERS — COMPENSATION FOR
OVERTIME

Appendix B to the Staff Rules applicable to short-term appointment at Headquarters (ST/AFS/SGB/94/Add.2) is amended with effect from 1 May 1960.

The revised Appendix B transmitted herewith cancels and supersedes the one issued with ST/AFS/SGB/94/Add.2 dated June 1953.



Dag HAMMARSKJÖLD
Secretary-General

APPENDIX B

Headquarters

Overtime Payment and Compensatory Time-off for Short-term Appointees

Staff members in the General Service or Manual Worker categories holding short-term appointments who are required to work in excess of the scheduled work week shall be granted additional payment or compensatory time-off in accordance with the following provisions:

(a) Definitions and General Conditions

- (i) The scheduled work week means the schedule of basic working hours in a week assigned to the staff member. This schedule shall not exceed forty 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 worked in the five days of the basic work week up to a total of forty hours of work; subject to the exigencies of the service, such compensatory time-off may be granted at any time during a period not exceeding the two 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 forty hours of work within the five days of the basic work week, or when it occurs on days outside the basic work week.
- (iv) Compensation for overtime work shall 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.

(b) Official Holidays

Work required to be performed on an official holiday shall be regarded as overtime work for the purpose of these rules and shall be compensated by a supplementary payment in addition to the staff member's normal emoluments for the day, provided, however, that the Secretary-General may require all staff members to work on a holiday which falls during a period of exigency. In this event he shall set another working day to be observed as the holiday and no compensation shall be granted in respect of work performed on the official holiday.

(c) Supplementary Payments

Supplementary payments for overtime work of staff in the General Service category and in the Manual Worker category shall be made at the rate of one and one-half times the staff member's salary rate established for overtime purposes, which for all staff shall be the appropriate rate established for local recruits. All supplementary payments for overtime work shall be subject to a ceiling equivalent to the rate payable to a staff member at step IX of the senior level of the Headquarters General Service regular salary scales; supplementary payments for overtime work to eligible staff members at higher salary rates shall be at the rate of one and one-half times the salary at step IX of the senior level of the Headquarters General Service category.

(d) Staff members in level P-1 and above, who work substantial and recurrent periods of overtime, may be granted occasional time-off for such periods as the Secretary-General may consider appropriate.

