

FEB 27 REC'D

GENERAL
ST/SGB/Staff Rules/1/Rev.4/Amend.1
27 June 1978

UN/SA COLLECTION

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Staff rules 101.1 through 112.8, applicable to all staff members except those specified in rule 101.1, were published in ST/SGB/Staff Rules/1/Rev.4 of 1 January 1977. These staff rules are hereby amended for the purposes described below.

2. Staff members specifically engaged as Dispatchers or Guides in the Visitors Service at Headquarters were previously excluded from the application of these staff rules. With effect from 1 January 1978, rule 101.1, which provided for the exclusion, is amended to extend the applicability to those staff members. At the same time, appendix B (Headquarters) is amended to incorporate the rates of salary and allowances payable to them as members of the General Service category; and rule 103.6, Language allowance, is amended to refer to their ineligibility for the allowance. In consequence, staff rules 401.1 through 412.7 published in ST/SGB/Staff Rules/4/Rev.2 and its amendments, which formerly applied to those staff members, shall cease to be applicable to them as from 1 January 1978.

3. By resolution 32/198 of 21 December 1977, the General Assembly reaffirmed its desire to achieve economy in travel funds as far as possible and limited the use of first class travel by air to specific cases. In implementation of that resolution, rule 107.9, Route and mode of travel, and rule 107.10, Standard of accommodation, are amended to establish air travel by economy class as the normal mode for all official travel, including travel on initial appointment, change of official duty station and separation from service, and to restrict the use of first class by air. A consequential amendment is made in rule 107.8, Route, mode and standard of transportation. Except for travel authorizations previously established in pursuance of the General Assembly resolution, these amendments shall take effect on 1 July 1978.

4. Under the existing chapter X of the Staff Rules, the Joint Disciplinary Committee may be established only at Headquarters, the United Nations

Office at Geneva and the United Nations Industrial Development Organization in Vienna. In order to provide authority for the establishment of similar committees at such other duty stations as may be designated by the Secretary-General, rule 110.1, Joint disciplinary committee, rule 110.3, Disciplinary measures, and rule 110.5, Joint disciplinary committee procedure, are amended with effect from 1 July 1978.

5. The final purpose of this amendment is to record the changes that have been authorized in the various rates and salary scales contained in the Staff Rules. Thus, rule 107.13 is amended to show the amounts of terminal allowances as revised by administrative instruction ST/AI/206/Rev.1 with effect from 1 August 1977. Appendix A is amended to show the schedules of pensionable remuneration for Professional and higher categories and for the Field Service category to be effective 1 July 1978. Appendix B (Headquarters) is amended to incorporate the salary scales for General Service category and Security Service, effective 1 August 1977, as published in appendix B (Headquarters)/Amend.1 and to show the salary scales for Manual Workers, effective 1 October 1977, as published in information circular ST/IC/78/9.

6. In addition to the amendments to the staff rules, this bulletin reproduces the text of annex I to the Staff Regulations of the United Nations, as amended in its paragraphs 1, 2 and 9 by General Assembly decision 32/450 B and resolution 32/200, with effect from 1 July 1978.

7. New pages iii-iv, 3, 17-18, 63-66, 93-95 and 107-120a are transmitted herewith for insertion in the Staff Rules.



Kurt WALDHEIM
Secretary-General

CONTENTS

<i>Article or chapter</i>	<i>Title</i>	<i>Regulations</i>	<i>Rules</i>	<i>Page</i>
	Scope and purpose			1
	Applicability		101.1	3
I	Duties, obligations and privileges .	1.1-1.10		5
			101.2-101.8	7
II	Classification of posts and staff . .	2.1		11
III	Salaries and related allowances . .	3.1-3.4		13
			103.1-103.24	17
IV	Appointment and promotion . . .	4.1-4.6		31
			104.1-104.15	33
V	Annual and special leave	5.1-5.3		43
			105.1-105.3	45
VI	Social security	6.1-6.2		51
			106.1-106.5	53
VII	Travel and removal expenses	7.1-7.2		57
			107.1-107.28	59
VIII	Staff relations	8.1-8.2		77
			108.1-108.2	79
IX	Separation from service	9.1-9.5		81
			109.1-109.11	83
X	Disciplinary measures	10.1-10.2		91
			110.1-110.5	93
XI	Appeals	11.1-11.2		97
			111.1-111.4	99
XII	General provisions	12.1-12.2		103
			112.1-112.8	105

	<i>Page</i>
<i>Annexes to the Staff Regulations</i>	
I Salary scales and related provisions	107
II Letters of appointment	112
III Termination indemnity	113
IV Repatriation grant	115
<i>Appendices to the Staff Rules</i>	

A. Pensionable remuneration for Professional and higher categories and salary scales and pensionable remuneration for Field Service category.	116
B. Salaries and allowances for other categories at Headquarters . .	118
C. Arrangements relating to military service	124
D. Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties (issued separately as document ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1)	
E. Medical expense assistance plan for General Service and other local staff of designated United Nations Offices (issued separately as document ST/SGB/Staff Rules/Appendix E/Rev.1)	

STAFF RULES

Rule 101.1

APPLICABILITY

Staff rules 101.1 through 112.8 are applicable to all staff members appointed by the Secretary-General except technical assistance project personnel, staff members specifically engaged for conferences and other short-term service, and special internes.

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 103.1

SALARY SCALES FOR FIELD SERVICE PERSONNEL

The salary scales and conditions of salary increments for members of the Field Service shall be those set forth in appendix A (Field Service).

Rule 103.2

SALARY SCALES FOR GENERAL SERVICE PERSONNEL

The Secretary-General shall set the salary scales and conditions of salary increments for staff members in the General Service category at each established office, and these rates and conditions shall be published in appendix B.

Rule 103.3

WAGE RATES FOR MANUAL WORKERS

The Secretary-General shall set wage rates and conditions of wage increments for manual workers at each established office, and these rates and conditions shall be published in appendix B.

Rule 103.4

SALARY AND WAGES FOR LOCALLY RECRUITED MISSION PERSONNEL

The Secretary-General shall set salary or wage rates for personnel specifically recruited for service with a mission from within the general area of the mission.

Rule 103.5

NON-RESIDENT'S ALLOWANCE

(a) Staff members in the General Service category, who have been recruited from outside the country in which the duty station is located, or in respect of whom the United Nations assumes an obligation to repatriate, shall receive a non-resident's allowance at a rate and under conditions determined by the Secretary-General for the duty station, as shown in appendix B, provided that in no case shall the allowance be paid to a staff member whose

nationality within the meaning of rule 104.8 is that of the country of the duty station or to a staff member while he or she is excluded under rule 104.7.

(b) Members of the Field Service and staff members recruited specifically for service with a mission shall not be eligible for non-resident's allowance.

(c) The non-resident's allowance shall be taken into account in determining Joint Staff Pension Fund, medical, and group insurance contributions; overtime and night differential compensation; payments and indemnities on separation.

Rule 103.6

LANGUAGE ALLOWANCE

(a) A staff member in the General Service category or in the Field Service category below level 6 shall be paid a language allowance if he or she passes a test, prescribed for this purpose, in any official language other than the language in which the staff member is required to be proficient by the terms of his or her appointment, unless the entitlement is specifically excluded in appendix B. No staff member shall be paid a language allowance for more than two official languages.

(b) Proficiency tests in the use of official languages shall be held not less than once each year.

(c) Staff members in receipt of a language allowance may be required to undergo further tests at intervals of not less than five years in order to demonstrate their continued proficiency in the use of two or more official languages.

(d) The amount of the allowance payable at each duty station shall be determined by the Secretary-General, provided that the amount payable for a second language shall be half the amount payable for one language. The amount of the allowance payable at Headquarters is shown in appendix B.

(e) The language allowance shall be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions; overtime and night differential compensation; payments and indemnities on separation.

Rule 103.7

POST ADJUSTMENT

(a) Subject to paragraph (d) below, post adjustments under annex I, paragraph 9, of the Staff Regulations shall be applied in accordance with the schedules set out in that annex in the case of staff members in the Professional category and above who are assigned to a duty station for one year or more.

Rule 107.7

TRAVEL EXPENSES

(a) Travel expenses which shall be paid or reimbursed by the United Nations under the relevant provisions of these rules shall include:

- (i) Transportation expenses (i.e., carrier fare);
- (ii) Terminal expenses;
- (iii) Transit expenses;
- (iv) Travel subsistence allowance;
- (v) Necessary additional expenses incurred during travel.

(b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 107.8

ROUTE, MODE AND STANDARD OF TRANSPORTATION

(a) Official travel shall, in all instances, be by a route, mode and standard of transportation approved in advance by the Secretary-General.

(b) Travel expenses or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

Rule 107.9

ROUTE AND MODE OF TRAVEL

(a) The normal route for all official travel shall be the most direct and economical route. An alternative route may be approved when, in the opinion of the Secretary-General, it is in the best interests of the United Nations.

(b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Secretary-General, its use is in the best interests of the United Nations.

(c) If a staff member or family member travels by a more economical mode of transportation than the approved mode, the United Nations shall only pay for the mode of transportation actually used.

Rule 107.10

STANDARD OF ACCOMMODATION

(a) For all official travel by air, staff members and their eligible family members shall be provided with economy class accommodation or its equivalent, except that Under-Secretaries-General, Assistant Secretaries-General and their family members, other than on travel in connexion with an education grant under rule 103.20, shall be provided with first class accommodation when the duration of a particular flight exceeds nine hours (by the most direct and economical route), including scheduled stops for such purposes as change of planes or refuelling, but excluding travel time to and from airports.

(b) The air travel accommodation under paragraph (a) above shall be provided at the most economical rate appropriate. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.

(c) For all official travel by sea approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with the standard of accommodation which is, in the opinion of the Secretary-General, appropriate to the circumstances of the case.

(d) For all official travel by train approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with regular first class or equivalent accommodation, including sleeper and other facilities as appropriate.

(e) A higher standard of accommodation may be approved when, in the opinion of the Secretary-General, special circumstances warrant it.

(f) If a staff member or family member travels by more economical accommodations than the approved standard, the United Nations shall only pay for accommodations actually used at the rate paid by the traveller.

Rule 107.11

TRAVEL BY AUTOMOBILE

(a) Staff members who are authorized to travel by automobile shall be reimbursed by the United Nations at rates and under conditions established by the Secretary-General on the basis of operating costs in the area in which the travel is undertaken and an appropriate minimum distance for the calculation of the daily subsistence allowance.

(b) Reimbursement for travel within a radius of 35 miles of the official duty station shall be based on actual mileage, and for travel beyond a 35-mile radius, on the mileage as shown on official road guides. Commutation between residence and place of business shall not be reimbursable.

(c) The mileage rate established by the Secretary-General shall be payable to only one of two or more persons travelling together on the same trip and in the same automobile.

(d) The total of mileage rate reimbursement and travel subsistence allowance which a staff member may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he or she would have been entitled had the staff member and eligible family members travelled by the most economical route.

Rule 107.12

PURCHASE OF TICKETS

(a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the staff member.

(b) When a staff member requests a standard of accommodation in excess of his or her entitlement under rule 107.10 or is authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under rule 107.9, the staff member shall be required to reimburse the United Nations for any additional costs thus incurred before the United Nations provides him or her with the necessary tickets.

Rule 107.13

TERMINAL EXPENSES

(a) For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expenses incurred for each outward or return journey and for each authorized intermediate stop up to \$12 in respect of himself or herself and up to \$4 in respect of each family member authorized to travel at United Nations expense. No expenses shall be reimbursable in respect of an intermediate stop:

- (i) Which is not authorized;
- (ii) Which does not involve leaving the terminal; or
- (iii) Which is for less than four hours and is exclusively for the purpose of making an onward connexion.

(b) When an outward or a return journey is made from or to Headquarters (New York), or when an intermediate stop is made at Headquarters (New York), the limits specified in paragraph (a) above shall be \$20 and \$7, respectively.

(c) Terminal expenses shall be deemed to include all expenditures incurred for the means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other related incidental charges, except the costs provided for under rule 107.19 (iii).

Rule 107.14

EXPENSES WHILE IN TRANSIT

(a) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowances that would have been payable in respect of the travel if the travel had been by air.

(b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in rules 107.15 through 107.18, and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 107.15

TRAVEL SUBSISTENCE ALLOWANCE

(a) Except as provided in rule 107.14 (a) and in paragraph (b) below, a staff member authorized to travel at United Nations expense shall receive an appropriate daily subsistence allowance in accordance with a schedule of rates established from time to time. Such established rates shall be subject to rule 107.16 and to reductions in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) The Secretary-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his or her level.

(c) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities, and other payments made for personal services rendered. Except as provided in rule 107.19, any expenditures incurred in excess of the allowance shall be borne by the staff member.

Chapter X
DISCIPLINARY MEASURES

Rule 110.1

JOINT DISCIPLINARY COMMITTEE

A Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at the request of the Secretary-General in disciplinary cases involving staff members serving at Headquarters; comparable committees shall be established in the United Nations Office at Geneva, in UNIDO, Vienna, and at such other offices as may be designated by the Secretary-General.

Rule 110.2

COMPOSITION OF THE JOINT DISCIPLINARY COMMITTEE

(a) The Joint Disciplinary Committee at Headquarters shall consist of three members as follows:

- (i) A chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee;
- (ii) One member appointed annually by the Secretary-General;
- (iii) One member elected by the staff.

The staff shall elect annually by ballot three staff members, one from each of the following groups:

- Group I — Staff below Associate Officer level or in corresponding salary levels;
- Group II — Staff in Associate Officer through Second Officer level or in corresponding salary levels;
- Group III — Staff in First Officer through Director level.

The member to sit on the Committee in any case shall be from the group to which the staff member concerned belongs.

(b) Alternate members shall be selected in the same manner as the members; an alternate member shall serve during the consideration of any case for which a member is unavailable or disqualified under paragraph (e) below, provided that alternate members elected by the staff shall serve in the order in which they received votes in such election.

(c) The members and alternate members of the Joint Disciplinary Committees shall be eligible for reappointment or re-election.

(d) A member may be removed from the panel of chairmen by the Secretary-General after consultation with the Staff Committee; the member and the alternate members appointed by the Secretary-General may be removed by the Secretary-General; the member and the alternate members elected by the staff may be removed by a two-thirds majority vote of the Staff Council.

(e) The Chairman of the Joint Disciplinary Committee, at the request of either party, may disqualify any member or alternate member from the consideration of a specific case, if in the opinion of the Secretary-General such action is warranted by the relation of such member or alternate member to the staff member whose case is to be considered. The Chairman may also excuse any member or alternate member from the consideration of a specific case.

Rule 110.3

DISCIPLINARY MEASURES

(a) Except in cases of summary dismissal, no staff member serving at any duty station where a Joint Disciplinary Committee has been established shall be subject to disciplinary measures until the matter has been referred for advice to the Joint Disciplinary Committee, provided that referral to the Joint Disciplinary Committee may be waived by mutual agreement of the staff member concerned and the Secretary-General.

(b) Disciplinary measures under the first paragraph of staff regulation 10.2 shall consist of written censure, suspension without pay, demotion or dismissal for misconduct, provided that suspension pending investigation under rule 110.4 shall not be considered a disciplinary measure.

(c) Written censure shall be authorized by the Secretary-General and shall be distinguished from reprimand of a staff member by a supervisory official. Such reprimand shall not be deemed to be a disciplinary measure within the meaning of this rule.

Rule 110.4

SUSPENSION PENDING INVESTIGATION

If a charge of misconduct is made against a staff member and the Secretary-General so decides, the staff member may be suspended from duty, with or without pay, pending investigation, the suspension being without prejudice to the rights of the staff member.

JOINT DISCIPLINARY COMMITTEE PROCEDURE

(a) In considering a case, the Joint Disciplinary Committee shall act with maximum dispatch. Normally, proceedings before the Committee shall be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. The Joint Disciplinary Committee shall make every effort to send its report to the Secretary-General within two weeks after being convened.

(b) The Joint Disciplinary Committee shall permit a staff member to arrange to have his or her case presented before it by any other staff member serving at the duty station where the Committee is established.

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. *The Administrator of the United Nations Development Programme having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of \$US 99,350 per year; the Director-General for Development and International Economic Co-operation shall receive a salary of \$US 99,350 per year; and an Under-Secretary-General shall receive a salary of \$US 76,030 per year and an Assistant Secretary-General shall receive a salary of \$US 67,430 per year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances which are available to staff members generally.*

2. *The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to the Director-General for Development and International Economic Co-operation, to Under-Secretaries-General and Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum amount of such payments is to be determined in the programme budget by the General Assembly.*

3. *Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.*

4. *Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increment above step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to 10 months and 20 months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.*

5. *The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Directors and, where offices are away from Headquarters, to their heads, to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the annual budget by the General Assembly.*

6. *The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to Technical Assistance experts.*

7. *The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.*

8. *The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.*

9. *In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment. Their amounts shall be as shown in the present annex.*

SALARY SCALES FOR PROFESSIONAL AND HIGHER CATEGORIES
showing annual gross and the net equivalent after application of staff assessment

(In US dollars)

Effective 1 January 1977

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
USG Gross	76,030												
Net D	43,872												
Net S	39,800.65												
ASG Gross	67,430												
Net D	40,269.20												
Net S	36,660.55												
D-2 Gross	52,650	54,160	55,700	57,300									
Net D	33,552	34,276.80	35,002	35,738									
Net S	30,756.25	31,398	32,038.50	32,686.50									
D-1 Gross	43,890	45,320	46,760	48,190	49,650	51,070	52,450						
Net D	29,245	29,960	30,680	31,295	32,112	32,793.60	33,456						
Net S	26,931.05	27,567.40	28,208.20	28,844.55	29,481.25	30,084.75	30,671.25						
P-5 Gross	38,190	39,340	40,460	41,530	42,600	43,690	44,790	45,890	47,000	48,110			
Net D	26,298.80	26,896.80	27,479.20	28,035.60	28,592	29,145	29,695	30,245	30,800	31,355			
Net S	24,298.35	24,833.10	25,353.90	25,851.45	26,349	26,842.05	27,331.55	27,821.05	28,315	28,808.95			
P-4 Gross	29,940	30,910	31,880	32,860	33,860	34,860	35,850	36,840	37,880	38,930	39,980	40,980	
Net D	21,755.80	22,308.70	22,861.60	23,420.20	23,964.40	24,504.40	25,039	25,573.60	26,135.20	26,683.60	27,229.60	27,749.60	
Net S	20,209.10	20,708.65	21,208.20	21,712.90	22,202.10	22,687.10	23,167.25	23,647.40	24,151.80	24,642.45	25,130.70	25,595.70	
P-3 Gross	23,910	24,760	25,620	26,460	27,300	28,170	29,060	29,940	30,760	31,580	32,400	33,230	34,080
Net D	18,193.30	18,706	19,222	19,726	20,230	20,746.90	21,254.20	21,755.80	22,223.20	22,690.60	23,158	23,624.20	24,083.20
Net S	16,978.25	17,444.20	17,912.90	18,370.70	18,828.50	19,297.55	19,755.90	20,209.10	20,631.40	21,053.70	21,476	21,896.55	22,308.80
P-2 Gross	19,040	19,710	20,390	21,070	21,760	22,440	23,130	23,820	24,530	25,250	25,970		
Net D	15,096.40	15,538.60	15,975.70	16,404.10	16,838.80	17,267.20	17,701.90	18,136.60	18,568	19,000	19,432		
Net S	14,149.20	14,554.55	14,954.25	15,345.25	15,742	16,133	16,529.75	16,926.50	17,318.85	17,711.25	18,103.65		
P-1 Gross	14,300	14,900	15,510	16,120	16,750	17,380	18,020	18,640	19,260	19,860			
Net D	11,917	12,331	12,751.90	13,169.20	13,585	14,000.80	14,423.20	14,832.40	15,241.60	15,637.60			
Net S	11,215.20	11,601.60	11,994.44	12,382.60	12,763.75	13,144.90	13,532.10	13,907.20	14,282.30	14,645.30			

D = Salary rates applicable to staff members with a dependent spouse or child.

S = Salary rates applicable to staff members with no dependent spouse or child.

Schedules of post adjustments (amount per index point in US dollars)

Effective 1 July 1978

(i) Additions (where cost of living is higher than at the base)

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
USG D.	362.0												
S.	328.4												
ASG D.	332.2												
S.	302.4												
D-2 D.	276.8	282.8	288.8	294.8									
S.	253.8	259.0	264.4	269.6									
D-1 D.	249.8	254.4	258.8	263.4	267.8	272.4	276.8						
S.	230.0	234.2	238.0	242.0	245.8	249.8	253.8						
P-5 D.	228.8	232.6	236.2	239.8	243.8	247.2	251.2	255.0	258.8	262.4			
S.	211.4	214.8	218.0	221.2	224.8	227.6	231.2	234.6	237.8	241.2			
P-4 D.	191.4	195.8	200.2	204.4	209.2	213.0	216.8	220.6	224.6	229.4	234.0	238.4	
S.	177.8	181.8	185.8	189.6	193.8	197.2	200.6	204.0	207.6	211.8	216.0	220.0	
P-3 D.	160.6	165.2	169.4	173.4	177.8	182.2	186.8	191.2	195.0	198.6	202.4	206.0	210.0
S.	149.8	154.0	157.8	161.4	165.4	169.4	173.6	177.6	181.0	184.2	187.8	191.0	194.6
P-2 D.	133.4	137.4	141.0	144.8	148.6	152.4	156.2	159.8	163.6	167.4	171.0		
S.	125.2	128.6	132.0	135.4	139.0	142.4	145.8	149.2	152.6	156.0	159.4		
P-1 D.	106.2	109.8	113.4	117.0	120.6	124.2	128.0	131.2	134.6	138.0			
S.	99.8	103.2	106.6	110.0	113.4	116.6	120.0	123.0	126.2	129.2			

D = Rate of post adjustment applicable to staff members with a dependent spouse or child.

S = Rate of post adjustment applicable to staff members with no dependent spouse or child.

Schedules of post adjustments (amount per index point in US dollars) (continued)

(ii) Deductions (where cost of living is lower than at the base)

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
USG D.	351.0												
S.	318.4												
ASG D.	322.2												
S.	293.2												
D-2 D.	268.4	274.2	280.0	286.0									
S.	246.0	251.2	256.4	261.4									
D-1 D.	234.0	239.6	245.4	251.2	256.8	262.4	267.6						
S.	215.4	220.6	225.6	230.8	235.8	240.6	245.4						
P-5 D.	210.4	215.2	219.8	224.2	228.8	233.2	237.6	242.0	246.4	250.8			
S.	194.4	198.6	202.8	206.8	210.8	214.8	218.6	222.6	226.6	230.4			
P-4 D.	174.0	178.4	182.8	187.4	191.8	196.0	200.4	204.6	209.0	213.4	217.8	222.0	
S.	161.6	165.6	169.6	173.8	177.6	181.4	185.4	189.2	193.2	197.2	201.0	204.8	
P-3 D.	145.6	149.6	153.8	157.8	161.8	166.0	170.0	174.0	177.8	181.6	185.2	189.0	192.6
S.	135.8	139.6	143.4	147.0	150.6	154.4	158.0	161.6	165.0	168.4	171.8	175.2	178.4
P-2 D.	120.8	124.4	127.8	131.2	134.8	138.2	141.6	145.0	148.6	152.0	155.4		
S.	113.2	116.4	119.6	122.8	126.0	129.0	132.2	135.4	138.6	141.6	144.8		
P-1 D.	95.4	98.6	102.0	105.4	108.6	112.0	115.4	118.6	122.0	125.2			
S.	89.8	92.8	96.0	99.0	102.2	105.2	108.2	111.2	114.2	117.2			

D= Rate of post adjustment applicable to staff members with a dependent spouse or child.

S= Rate of post adjustment applicable to staff members with no dependent spouse or child.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

- (i) That the appointment is subject to the provisions of the Staff Regulations and the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;**
- (ii) The nature of the appointment;**
- (iii) The date at which the staff member is required to enter upon his duties;**
- (iv) The period of appointment, the notice required to terminate it and period of probation, if any;**
- (v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;**
- (vi) Any special conditions which may be applicable.**

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

Annex III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

<i>Months of pensionable remuneration less staff assessment, where applicable</i>			
<i>Completed years of service</i>	<i>Permanent appointments</i>	<i>Temporary appointments which are not for a fixed term</i>	<i>Temporary appointments for a fixed term exceeding six months</i>
<i>Less than 1</i>	<i>Not applicable</i>	<i>Nil</i>	<i>One week for each month of uncompleted service subject to a minimum of six weeks' indemnity pay</i>
<i>1</i>	<i>Not applicable</i>	<i>1</i>	
<i>2</i>	<i>3</i>	<i>1</i>	
<i>3</i>	<i>3</i>	<i>2</i>	
<i>4</i>	<i>4</i>	<i>3</i>	
<i>5</i>	<i>5</i>	<i>4</i>	
<i>6</i>	<i>6</i>	<i>5</i>	
<i>7</i>	<i>7</i>	<i>6</i>	
<i>8</i>	<i>8</i>	<i>7</i>	
<i>9</i>	<i>9</i>	<i>9</i>	
<i>10</i>	<i>9.5</i>	<i>9.5</i>	
<i>11</i>	<i>10</i>	<i>10</i>	
<i>12</i>	<i>10.5</i>	<i>10.5</i>	
<i>13</i>	<i>11</i>	<i>11</i>	
<i>14</i>	<i>11.5</i>	<i>11.5</i>	
<i>15 or more</i>	<i>12</i>	<i>12</i>	

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of this annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.

(c) A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other

than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of this annex.

(d) No indemnity payments shall be made to:

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment which is not for a fixed term and which is terminated during the first year of service;

A staff member who has a temporary appointment for a fixed term which is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons his post;

A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.

(e) *Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.*

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations, as follows:

<i>Years of continuous service away from home country</i>	<i>Staff member with a spouse or dependent child at time of separation</i>	<i>Staff member with neither a spouse nor a dependent child at time of separation</i>	
		<i>Professional and higher categories</i>	<i>General Service category</i>
<i>(Weeks of pensionable remuneration less staff assessment, where applicable)</i>			
<i>1</i>	<i>4</i>	<i>3</i>	<i>2</i>
<i>2</i>	<i>8</i>	<i>5</i>	<i>4</i>
<i>3</i>	<i>10</i>	<i>6</i>	<i>5</i>
<i>4</i>	<i>12</i>	<i>7</i>	<i>6</i>
<i>5</i>	<i>14</i>	<i>8</i>	<i>7</i>
<i>6</i>	<i>16</i>	<i>9</i>	<i>8</i>
<i>7</i>	<i>18</i>	<i>10</i>	<i>9</i>
<i>8</i>	<i>20</i>	<i>11</i>	<i>10</i>
<i>9</i>	<i>22</i>	<i>13</i>	<i>11</i>
<i>10</i>	<i>24</i>	<i>14</i>	<i>12</i>
<i>11</i>	<i>26</i>	<i>15</i>	<i>13</i>
<i>12 or more</i>	<i>28</i>	<i>16</i>	<i>14</i>

APPENDICES TO THE STAFF RULES

Appendix A

Pensionable remuneration for Professional and higher categories
and, for purposes of separation payments, the net equivalents after application of staff assessment

(In US dollars)

Effective 1 July 1978

Effective 1 July 1976														
Level		Step												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
USG	PR	87,435												
	Net D	48,434												
	Net S	43,849												
ASG	PR	77,545												
	Net D	44,478												
	Net S	40,338												
D-2	PR	60,548	62,284	64,055	65,895									
	Net D	37,232	38,005	38,784	39,594									
	Net S	34,002	34,679	35,361	36,070									
D-1	PR	50,474	52,118	53,774	55,419	57,098	58,731	60,318						
	Net D	32,508	33,297	34,092	34,873	35,645	36,396	37,126						
	Net S	29,831	30,530	31,234	31,925	32,605	33,266	33,909						
P-5	PR	43,919	45,241	46,529	47,760	48,990	50,244	51,509	52,774	54,050	55,327			
	Net D	29,260	29,921	30,565	31,180	31,795	32,397	33,004	33,612	34,224	34,830			
	Net S	26,944	27,532	28,105	28,653	29,201	29,734	30,271	30,809	31,351	31,887			
P-4	PR	34,431	35,547	36,662	37,789	38,939	40,089	41,228	42,366	43,562	44,770	45,977	47,127	
	Net D	24,273	24,875	25,477	26,086	26,688	27,286	27,879	28,470	29,081	29,685	30,289	30,864	
	Net S	22,479	23,020	23,561	24,108	24,647	25,181	25,711	26,240	26,785	27,323	27,860	28,372	
P-3	PR	27,497	28,474	29,463	30,429	31,395	32,396	33,419	34,431	35,374	36,317	37,260	38,215	39,192
	Net D	20,348	20,920	21,484	22,035	22,585	23,156	23,726	24,273	24,782	25,291	25,800	26,312	26,820
	Net S	18,936	19,454	19,963	20,461	20,958	21,474	21,988	22,479	22,936	23,394	23,851	24,310	24,764
P-2	PR	21,896	22,667	23,449	24,231	25,024	25,806	26,600	27,393	28,210	29,038	29,866		
	Net D	16,924	17,410	17,903	18,389	18,864	19,334	19,810	20,286	20,770	21,242	21,714		
	Net S	15,820	16,264	16,713	17,156	17,588	18,014	18,447	18,879	19,318	19,745	20,171		
P-1	PR	16,445	17,135	17,837	18,538	19,263	19,987	20,723	21,436	22,149	22,839			
	Net D	13,384	13,839	14,302	14,765	15,244	15,721	16,185	16,635	17,084	17,519			
	Net S	12,579	12,997	13,421	13,845	14,284	14,722	15,146	15,556	15,966	16,362			

D = Salary rates applicable to staff members with a dependent spouse or child.

S = Salary rates applicable to staff members with no dependent spouse or child.

Appendix A (continued)

SALARY SCALES FOR FIELD SERVICE CATEGORY
showing annual gross and net after application of staff assessment
 (In US dollars)

Effective 1 January 1977

Level		I	II	III	IV	V	VI	Step VII	VIII	IX	X	XI	XII	XIII
FS-7	Gross	26,437	27,277	28,123	29,007	29,891	30,775	31,660	32,544	33,452	34,385			
	Net D	19,712	20,216	20,720	21,224	21,728	22,232	22,736	23,240	23,744	24,248			
	Net S	18,358	18,816	19,273	19,729	20,184	20,639	21,095	21,550	22,004	22,457			
FS-6	Gross	20,679	21,392	22,105	22,817	23,530	24,255	25,003	25,752	26,500	27,248			
	Net D	16,158	16,607	17,056	17,505	17,954	18,403	18,852	19,301	19,750	20,199			
	Net S	15,120	15,530	15,940	16,350	16,760	17,169	17,577	17,985	18,393	18,800			
FS-5	Gross	16,568	17,135	17,702	18,268	18,835	19,402	19,968	20,560	21,154	21,748	22,341	22,935	23,529
	Net D	13,465	13,839	14,213	14,587	14,961	15,335	15,709	16,083	16,457	16,831	17,205	17,579	17,953
	Net S	12,654	12,997	13,340	13,682	14,025	14,368	14,711	15,052	15,394	15,735	16,076	16,418	16,759
FS-4	Gross	13,858	14,319	14,786	15,252	15,719	16,194	16,682	17,170	17,658	18,145	18,633	19,121	19,609
	Net D	11,608	11,930	12,252	12,574	12,896	13,218	13,540	13,862	14,184	14,506	14,828	15,150	15,472
	Net S	10,926	11,227	11,528	11,828	12,129	12,427	12,723	13,018	13,313	13,608	13,903	14,198	14,493
FS-3	Gross	11,883	12,271	12,664	13,057	13,450	13,843	14,246	14,657	15,067	15,477	15,887	16,311	16,739
	Net D	10,182	10,465	10,748	11,031	11,314	11,597	11,880	12,163	12,446	12,729	13,012	13,295	13,578
	Net S	9,594	9,858	10,123	10,387	10,652	10,916	11,180	11,445	11,709	11,973	12,237	12,498	12,757
FS-2	Gross	10,428	10,765	11,103	11,440	11,777	12,119	12,471	12,822	13,174	13,525			
	Net D	9,091	9,344	9,597	9,850	10,103	10,356	10,609	10,862	11,115	11,368			
	Net S	8,571	8,808	9,045	9,282	9,519	9,756	9,993	10,229	10,466	10,702			
FS-1	Gross	9,255	9,512	9,769	10,029	10,329	10,629	10,929	11,229	11,529	11,829			
	Net D	8,117	8,342	8,567	8,792	9,017	9,242	9,467	9,692	9,917	10,142			
	Net S	7,654	7,866	8,079	8,290	8,501	8,712	8,923	9,134	9,345	9,556			

D = Applicable to staff members with a dependent spouse or child.

S = Applicable to staff members with no dependent spouse or child.

Dependency allowances:

Dependent child ¹	\$
Secondary dependant	300

¹ No allowance is payable for the first dependent child of a staff member without dependent spouse.

Language allowance (below level FS-6): First additional language—\$480 per year net; second additional language—\$240 (to be included in pensionable remuneration).

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Appendix A (continued)

Pensionable remuneration for Field Service category and, for purposes of separation payments,
the net equivalents after application of staff assessment

(In US dollars)

Effective 1 July 1978

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
FS-7 PR	30,403	31,369	32,341	33,358	34,375	35,391	36,409	37,426	38,470	39,543			
Net D	22,020	22,570	23,124	23,693	24,243	24,791	25,341	25,890	26,444	27,002			
Net S	20,448	20,945	21,446	21,959	22,452	22,945	23,438	23,932	24,429	24,927			
FS-6 PR	23,781	24,601	25,421	26,240	27,060	27,893	28,753	29,615	30,475	31,335			
Net D	18,112	18,611	19,103	19,594	20,086	20,586	21,079	21,571	22,061	22,551			
Net S	16,904	17,358	17,804	18,251	18,698	19,152	19,598	20,042	20,485	20,928			
FS-5 PR	19,053	19,705	20,357	21,008	21,660	22,312	22,963	23,644	24,327	25,010	25,692	26,375	27,058
Net D	15,105	15,535	15,955	16,365	16,776	17,187	17,597	18,026	18,446	18,856	19,265	19,675	20,085
Net S	14,157	14,552	14,935	15,310	15,685	16,059	16,434	16,825	17,208	17,580	17,952	18,324	18,697
FS-4 PR	15,937	16,467	17,004	17,540	18,077	18,623	19,184	19,746	20,307	20,867	21,428	21,989	22,550
Net D	13,047	13,398	13,753	14,106	14,461	14,821	15,191	15,562	15,923	16,276	16,630	16,983	17,337
Net S	12,269	12,593	12,917	13,242	13,567	13,897	14,236	14,576	14,907	15,229	15,551	15,874	16,196
FS-3 PR	13,665	14,112	14,564	15,016	15,468	15,919	16,383	16,856	17,327	17,799	18,270	18,758	19,250
Net D	11,469	11,787	12,099	12,411	12,723	13,034	13,343	13,655	13,966	14,277	14,588	14,910	15,235
Net S	10,797	11,094	11,385	11,676	11,967	12,258	12,542	12,828	13,113	13,398	13,683	13,979	14,276
FS-2 PR	11,992	12,380	12,768	13,156	13,544	13,937	14,342	14,745	15,150	15,554			
Net D	10,264	10,544	10,823	11,102	11,382	11,665	11,946	12,224	12,504	12,782			
Net S	9,670	9,932	10,193	10,454	10,715	10,980	11,242	11,502	11,763	12,023			
FS-1 PR	10,643	10,939	11,234	11,533	11,878	12,223	12,568	12,913	13,258	13,603			
Net D	9,252	9,474	9,696	9,920	10,179	10,431	10,679	10,927	11,176	11,424			
Net S	8,722	8,930	9,138	9,348	9,590	9,826	10,058	10,290	10,523	10,755			

D= Salary rates applicable to staff members with a dependent spouse or child.

S= Salary rates applicable to staff members with no dependent spouse or child.

Appendix B

HEADQUARTERS

Salary scales for General Service category
showing annual gross and net after application of staff assessment
(In US dollars)

Effective 1 August 1977

Level	Type of post		Step									
			I	II	III	IV	V	VI	VII	VIII	IX	X
G-5	Principal	(Gross)	14,840.00	15,600.00	16,370.00	17,140.00	17,920.00	18,700.00	19,480.00	20,270.00	21,060.00	21,850.00
		(Net)	11,388.00	11,920.00	12,440.50	12,941.00	13,448.00	13,955.00	14,462.00	14,975.50	15,489.00	16,002.50
G-4	Senior	(Gross)	12,600.00	13,120.00	13,650.00	14,200.00	14,750.00	15,320.00	15,910.00	16,500.00	17,100.00	
		(Net)	9,820.00	10,184.00	10,555.00	10,940.00	11,325.00	11,724.00	12,137.00	12,525.00	12,915.00	
G-3	Intermediate	(Gross)	11,280.00	11,580.00	11,900.00	12,240.00	12,580.00	12,920.00	13,270.00	13,630.00	13,990.00	14,360.00
		(Net)	8,896.00	9,106.00	9,330.00	9,568.00	9,806.00	10,044.00	10,289.00	10,541.00	10,793.00	11,052.00
G-2	Junior	(Gross)	9,980.00	10,290.00	10,600.00	10,920.00	11,250.00	11,580.00	11,910.00	12,240.00	12,590.00	
		(Net)	7,985.00	8,203.00	8,420.00	8,644.00	8,875.00	9,106.00	9,337.00	9,568.00	9,813.00	
G-1	Messenger	(Gross)	8,830.00	9,160.00	9,490.00	9,830.00	10,180.00	10,530.00	10,890.00	11,280.00		
		(Net)	7,122.50	7,370.00	7,617.50	7,872.50	8,126.00	8,371.00	8,623.00	8,896.00		

Dependency allowances:

	\$
Dependent spouse	550
Dependent child	400
Except for first dependent child of a widowed or divorced staff member	550
Secondary dependant	300

Language allowance: First additional language—\$444 per year net; second additional language—\$222 (to be included in pensionable remuneration).

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Non-resident's allowance: \$200 per year net (to be included in pensionable remuneration). In no case shall the amount of the non-resident's allowance, when added to the staff member's salary (exclusive of language allowance, if any), bring the total to more than \$13,600 after staff assessment.

Appendix B (continued)

HEADQUARTERS

*Salary scales for General Service category—Security Service
showing annual gross and net after application of staff assessment*

(In US dollars)

Effective 1 August 1977

Level	Step											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
S-5 (Gross)	19,500.00	20,220.00	20,960.00	21,720.00	22,500.00	23,340.00	24,200.00	25,080.00				
(Net)	14,475.00	14,943.00	15,424.00	15,918.00	16,425.00	16,971.00	17,520.00	18,048.00				
S-4 (Gross)	17,160.00	17,820.00	18,500.00	19,210.00	19,950.00	20,700.00	21,500.00	22,300.00				
(Net)	12,954.00	13,383.00	13,825.00	14,286.50	14,767.50	15,255.00	15,775.00	16,295.00				
S-3 (Gross)	15,750.00	16,220.00	16,700.00	17,190.00	17,690.00	18,220.00	18,770.00	19,330.00	19,910.00	20,490.00		
(Net)	12,025.00	12,343.00	12,655.00	12,973.50	13,298.50	13,643.00	14,000.50	14,364.50	14,741.50	15,118.50		
S-2 (Gross)	13,660.00	14,080.00	14,490.00	14,920.00	15,360.00	15,810.00	16,280.00	16,750.00	17,230.00	17,730.00	18,270.00	18,810.00
(Net)	10,562.00	10,856.00	11,143.00	11,444.00	11,752.00	12,067.00	12,382.00	12,687.50	12,999.50	13,324.50	13,675.50	14,026.50
S-1 (Gross)	12,830.00	13,170.00										
(Net)	9,981.00	10,219.00										

Dependency allowances:

Dependent spouse	\$ 550
Dependent child	400
Except for first dependent child of a widowed or divorced staff member	550
Secondary dependant	300

Language allowance: First additional language—\$444 per year net; second additional language—\$222 (to be included in pensionable remuneration).

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Appendix B (continued)

HEADQUARTERS

Salary scales for General Service category—Dispatchers and Guides in the Visitors Service
showing annual gross and net after application of staff assessment

(In US dollars)

Effective 1 January 1978¹

Level		Step		
		I	II	III
Dispatcher	(Gross)	13,284	13,980	14,748
	(Net)	10,299	10,786	11,324
Guide	(Gross)	11,568	12,096	12,672
	(Net)	9,098	9,467	9,870

Dependency allowances:

Dependent spouse	\$550
Dependent child	\$400
Except for first dependent child of a staff member without a spouse	\$550
Secondary dependant	\$300

Language allowance:

Not entitled.

Half-time Guides:

- Salary:** The salary of half-time Guides shall be half that paid to Guides. This salary shall be the basis for determination of payments for annual leave; sick leave; maternity leave; commutation of accrued annual leave; entitlements to termination indemnity; compensation for death, illness or injury attributable to service; and any other compensation determined on the basis of salary.
- Dependency allowances:** Dependency allowances shall be paid to half-time Guides at half the rate applied to Dispatchers and Guides.
- Regular tour of duty:** The regular tour of duty of half-time Guides shall be half that expected of Dispatchers and Guides.
- Overtime:** Half-time Guides who are required to work in excess of their regular tour of duty shall be remunerated on a pro-rata basis for additional hours worked up to the maximum hours of the normal tour of duty of Dispatchers and Guides; thereafter and for work required on official holidays, they shall be compensated as otherwise provided in Appendix B.
- For purposes of determining service credit for salary increment, maternity leave and sick leave, every two months of continuous service on a half-time basis shall be counted as one month.**

Increments: Salary increments within the levels shall be awarded on the basis of satisfactory service, as follows: for Guides, after an interval of six months; for Dispatchers, after an interval of one year.

Scheduled work week: The scheduled work week consists of the five days assigned in any calendar week, from Monday to Sunday. Whenever a sixth or seventh consecutive work day is required, regardless of the scheduled work week, a supplementary payment shall be made at the rate of one and one half times the base salary.

¹ The salaries are those established in the previous 400 Series of Staff Rules applicable to Dispatchers and Guides, as of 1 August 1977.

Appendix B (continued)

HEADQUARTERS

Manual Workers--salaries and allowances
showing annual gross and net after application of staff assessment
(In US dollars)

Effective 1 October 1977

Level	Step					
	I	II	III	IV	V	VI
M-7 (Gross)	22,990.00	23,690.00	24,390.00	25,120.00	25,870.00	26,650.00
(Net)	16,743.50	17,198.50	17,634.00	18,072.00	18,522.00	18,990.00
M-6 (Gross)	19,500.00	20,220.00	20,940.00	21,660.00	22,380.00	23,120.00
(Net)	14,475.00	14,943.00	15,411.00	15,879.00	16,347.00	16,828.00
M-5 (Gross)	17,780.00	18,410.00	19,060.00	19,750.00	20,470.00	21,200.00
(Net)	13,357.00	13,766.50	14,189.00	14,637.50	15,105.50	15,580.00
M-4 (Gross)	16,430.00	17,020.00	17,630.00	18,280.00	18,930.00	19,590.00
(Net)	12,479.50	12,863.00	13,259.50	13,682.00	14,104.50	14,533.50
M-3 (Gross)	14,180.00	14,690.00	15,200.00	15,760.00	16,340.00	16,950.00
(Net)	10,926.00	11,283.00	11,640.00	12,032.00	12,421.00	12,817.50
M-2 (Gross)	12,780.00	13,240.00	13,730.00	14,220.00	14,710.00	15,220.00
(Net)	9,946.00	10,268.00	10,611.00	10,954.00	11,297.00	11,654.00
M-1 (Gross)	11,490.00	11,930.00	12,390.00	12,860.00	13,340.00	13,820.00
(Net)	9,043.00	9,351.00	9,673.00	10,002.00	10,338.00	10,674.00

Dependency allowances:

	\$
Dependent spouse	550
Dependent child	400
Except for first dependent child of a widowed or divorced staff member ..	550
Secondary dependant	300

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

	Months
(i) For advancement from step I to step II	6
(ii) For advancement from step II to step III	12
(iii) For advancement from step III to step IV and from step IV to step V ..	18
(iv) For advancement from step V to step VI	24

HEADQUARTERS

Conditions governing compensation for overtime work

Pursuant to staff rule 103.12, staff members in the General Service category or in the Manual Worker category who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

- (i) Overtime at Headquarters means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays, provided that such work has been authorized by the proper authority.
- (ii) The scheduled work day at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled work week, less one hour for a meal.
- (iii) The scheduled work week at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days.
- (iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled work day up to a total of eight hours of work on the same day. Subject to the exigencies of the service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place.
- (v) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work of any day of the scheduled work week, or when it takes place on the sixth or seventh day of the scheduled work week.
- (vi) Compensation for overtime shall take the form of an additional payment when it takes place on an official holiday, provided that the Secretary-General may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event, the Secretary-General shall set another working day to be observed as the holiday, and the holiday falling during the period of exigency shall be treated as a normal working day.
- (vii) The additional payment referred to in subparagraphs (v) and (vi) above shall be made at the rate of one-and-one-half times the aggregate of the staff member's base salary or wage and language and non-resident's allowances, if any, provided that all additional payments for overtime shall be subject to a ceiling equivalent to the rate payable to a staff member with a base salary at step X of the principal (G-5) level of the General Service category; additional

payments for overtime made to eligible staff members at higher salary rates shall be at the rate of one-and-one-half times the base salary of step X of the principal (G-5) level of the General Service category.

- (viii) Compensation for overtime shall be reckoned to the nearest half-hour; casual overtime of less than one half-hour on any day during the scheduled work week shall be disregarded. A staff member who is required to work on the sixth or seventh day of the week or on an official holiday shall receive no less than four hours of overtime compensation.
- (ix) In the interests of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than 40 hours of overtime during any one month, except where unusual exigencies of the service so require.

Conditions governing night differential

(i) Pursuant to rule 103.13, staff members at Headquarters shall receive, for any regular working hours between 6 p.m. and 9.30 a.m., a night differential at the rate of 10 per cent of the aggregate of their salary or wage and their language and non-resident's allowances and post adjustment, if any, provided that no such differential shall be paid for any part of the tour of duty that begins between 6 a.m. and 9.30 a.m.

(ii) Payments shall be reckoned to the nearest hour, and work periods of less than one half-hour shall not be taken into consideration.

Conditions governing local recruitment

Pursuant to rule 104.6,

(i) Staff members who have been recruited to serve in posts classified in the Manual Worker category or in the General Service category shall be regarded as having been locally recruited unless:

- (a) They have been recruited from outside the area of the duty station,
- (b) Their entitlement to one or more of the allowances or benefits indicated under rule 104.7 has been duly established by the Secretary-General, or
- (c) The post for which the staff member has been recruited is one which, in the opinion of the Secretary-General, it would otherwise have been necessary to fill by recruitment from outside the area of the duty station.

(ii) A staff member who is regarded as having been locally recruited in accordance with the provisions of subparagraph (i) above, shall cease to be so regarded from the date on which the staff member is (a) reclassified to the Professional category or (b) reassigned, after an appropriate examination, to a

post within the General Service category which, in the opinion of the Secretary-General, it would otherwise have been necessary to fill by recruitment from outside the area of the duty station.

*Conditions governing acquisition of entitlement to
benefits of international recruitment*

Pursuant to rule 104.7,

(i) If a staff member in permanent residence status takes up non-immigrant status in the country of his or her duty station, the staff member shall thereupon be granted entitlement to such of the allowances and benefits stipulated in rule 104.7 to which he or she is otherwise entitled and the staff member shall commence to accrue service credit for such allowances and benefits from the date on which he or she acquires non-immigrant status. The first home leave may, however, be granted to an eligible staff member in the year in which entitlement is acquired, if the Secretary-General is satisfied that compelling circumstances beyond the control of the staff member had previously precluded the possibility of his or her taking home leave.

(ii) As a transitional measure, if staff members acquired non-immigrant status before 1 July 1954, or prior to that date completed proper application for a change to non-immigrant status which was subsequently approved, the continuity of their service credits for these allowances and benefits shall not be broken because of previous permanent residence status. Non-resident's allowance shall not, however, be payable in any case for any period in permanent residence status prior to the acquisition or completion of proper application for non-immigrant status.

Appendix C

ARRANGEMENTS RELATING TO MILITARY SERVICE

(a) In accordance with section 18 (c) of the Convention on Privileges and Immunities of the United Nations, staff members who are nationals of those Member States which have acceded to that Convention shall be "immune from national service obligations" in the armed services of the country of their nationality.

(b) Any requests to Governments which have not acceded the Convention to defer or exempt staff members from military service by reason of their employment with the United Nations shall be made by the Secretary-General and not by the staff member concerned.

(c) Staff members who have completed one year of satisfactory probationary service or who have a permanent or regular appointment, may, if called by a Member Government for military service, whether for training or active duty, be placed on special leave without pay for the duration of their required military service. Other staff members, if called for military service, shall be separated from the Secretariat according to the terms of their appointments.

(d) A staff member called for military service who is placed on special leave without pay shall have the terms of appointment maintained as they were on the last day of service before the staff member went on leave without pay. The staff member's re-employment in the Secretariat shall be guaranteed, subject only to the normal rules governing necessary reductions in force or abolition of posts.

(e) In the interpretation of rule 109.1 (c), the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.

(f) A staff member on special leave without pay for military service shall be required to advise the Secretary-General within 90 days after release from military service, if the staff member wishes to be restored to active duty with the Secretariat. The staff member shall also be required to submit a certificate of completion of military service.

(g) If a staff member, after the period of required military service, elects to continue such service or if the staff member fails to obtain a certified release therefrom, the Secretary-General will determine, on the merits of the particular case, whether further special leave without pay will be granted and whether re-employment rights shall be maintained.

(h) If the staff member's absence on special leave without pay appears likely to last six months or more, the United Nations will pay, if so requested, for transporting the staff member's spouse and dependent children to the staff member's place of entitlement and for their return travel after the staff member's return to active duty with the Secretariat, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.

(i) The United Nations shall not continue its contribution to the Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.

(j) The provisions of rule 106.4 relating to illness, accident or death attributable to the performance of official duties on behalf of the United Nations shall not be applicable during periods of military service.

(k) The Secretary-General may, if the circumstances of the military service appear to warrant it, credit the staff member's period on special leave without pay for military service in fixing the salary step upon the staff member's return to active duty with the Secretariat.

(l) The Secretary-General may apply such of the foregoing provisions as are appropriate in the case of a staff member who, with the advance approval of the Secretary-General, volunteers for military service or requests a waiver of immunity under section 18(c) of the Convention on Privileges and Immunities of the United Nations.

