

UNITED NATIONS

SECRETARIAT



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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff -

From: The Assistant Secretary-General (Controller)
Office of Financial Services

Subject: OVERTIME COMPENSATION AT HEADQUARTERS

1. On the recommendation of the Joint Advisory Committee, the Secretary-General has approved the following changes in the provisions governing compensation for overtime work, as set forth in Appendix B (Headquarters) to the Staff Rules.
2. According to paragraph (iv) of the Appendix, compensatory time off (CTO) may be given, subject to the exigencies of the service, at any time during the four months following the month in which the overtime took place. In the application of that provision, there will be a new procedure introduced whereby:
 - (a) a review is to be conducted three times a year (on the first of March, July and November) to ascertain the amount of CTO accumulated by eligible staff of each department up to the date of the review;
 - (b) if it is found that a staff member has accumulated, by the time of the review, more than 40 hours of CTO which could not be authorized because of the exigencies of service, payment will be made at the straight time rate in respect of each hour in excess of 40 hours. The compensation is to be calculated on the basis of the staff member's salary at the time of the review;
 - (c) the remaining entitlement to 40 hours of CTO will be carried over so that these hours of CTO will not be lost and may be taken subsequently, or counted as part of the staff member's accumulated entitlement at the time of the next review if the staff member has not been able to take them due to the exigencies of service.
3. If the staff member concerned so requests, and subject to the exigencies of service, CTO at a time and a half rate may be granted to compensate for overtime work which, under paragraphs (v) and (vi) of the Appendix, would otherwise be compensated by additional payment at the time and a half rate.

4. The ceiling for the rate of overtime payment specified in paragraph (vii) of the Appendix is eliminated and overtime payments will be calculated at the rate of the staff member's salary level and step.

5. The above modifications in the provisions governing overtime compensation at Headquarters are effective 1 January 1979. The consequential amendments to Appendix B (Headquarters) will be reflected in the revised edition of the **Staff Rules**.