



UNITED NATIONS

STAFF RULES

**STAFF REGULATIONS OF THE UNITED NATIONS
AND STAFF RULES 101.1 to 112.8**

SECRETARY-GENERAL'S BULLETIN

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SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: STAFF RULES


1. This booklet contains the Staff Rules 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, staff members specifically engaged as Dispatchers or Guides in the Visitors' Service at Headquarters, and Special Internes.

2. These Staff Rules are the Staff Rules issued in booklet form under symbol ST/SGB/94/Rev.4 on 15 August 1955, as revised and amended from time to time.

3. The following Secretary-General's Bulletins, together with any Staff Rules promulgated by them, are included in the present text, which will be in effect from 1 April 1958:

ST/SGB/94/Rev.4/Amend.1	of 13 February 1956
ST/SGB/105	of April 1956
ST/SGB/94/Rev.4/Amend.3	of 9 May 1956
ST/SGB/106	of 6 September 1956
ST/SGB/94/Rev.4/Amend.4	of 9 November 1956
ST/SGB/94/Rev.4/Amend.6	of 28 May 1957
ST/SGB/94/Rev.4/Amend.7	of 28 May 1957
ST/SGB/94/Rev.4/Amend.8	of 27 May 1957
ST/SGB/94/Rev.4/Amend.9	of 5 August 1957
ST/SGB/94/Rev.4/Amend.10	of 17 October 1957
ST/SGB/94/Rev.4/Amend.11	of 17 February 1958
ST/SGB/94/Rev.4/Amend.12	of 21 February 1958
ST/SGB/94/Rev.4/Amend.13	of March 1958
ST/SGB/94/Rev.4/Amend.14	of 26 March 1958

4. The complete text of the Staff Regulations, as approved by the General Assembly, is included in this booklet.


DAG HAMMARSKJÖLD
Secretary-General

STAFF RULES

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STAFF REGULATIONS OF THE UNITED NATIONS AND STAFF RULES 101.1 to 112.8

The Staff Regulations of the United Nations were adopted by the General Assembly by Resolution 590 (VI) of 2 February 1952 and amended by Resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, Resolution 882 (IX) of 14 December 1954, Resolution 887 (IX) of 17 December 1954, Resolution 974 (X) of 15 December 1955, Resolution 1095 (XI) of 27 February 1957, Resolution 1225 (XII) and Resolution 1234 (XII), both of 14 December 1957.

SCOPE AND PURPOSE

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the Chief Administrative Officer, shall provide and enforce such staff Rules consistent with these principles as he considers necessary.

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, staff members specifically engaged as Dispatchers or Guides in the Visitors Service at Headquarters, and Special Internes.

CHAPTER I

Duties, Obligations and Privileges

Regulation 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

Regulation 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

Rule 101.2 Hours of Work

- (a) Normal working hours at Headquarters shall be from 9.30 a.m. to 6.00 p.m., Monday through Friday, with an interruption of one hour for lunch. Exceptions may be made by the Secretary-General as the needs of the service may require.
- (b) The Secretary-General shall set the normal working hours for each duty station away from Headquarters, and notify the staff of these hours.
- (c) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

Rule 101.3
Official Holidays

(a) Official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (22 February), Memorial Day (30 May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December), and one further day during the Christmas season designated each year by the Secretary-General. When one of these days falls on a Saturday or Sunday, the following Monday shall be observed as a holiday in lieu thereof.

(b) The Secretary-General shall set the official holidays for each duty station away from Headquarters, and notify the staff of these holidays.

(c) Staff members who are nationals of any country which observes a national day may be excused from work on that day.

Rule 101.4
Change of Official Duty Station

A change of official duty station shall take place when a staff member is transferred from one office of the organisation to another for a fixed period exceeding six months or for an indefinite period. Detailment of a staff member from his official duty station for service with a United Nations mission or conference shall not constitute change of official duty station within the meaning of these rules.

Rule 101.5
Inter-Agency Loans

The Secretary-General may loan the services of a staff member to a Specialised Agency or other inter-governmental organisation, provided such loan in no way diminishes the right or entitlements of the staff member under his letter of appointment to the United Nations.

Regulation 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any government or from any other authority external to the Organization.

Regulation 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Rule 101.6
Outside Activities and Interests

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Secretary-General.

(b) No staff member may be actively associated with the management of or hold a financial interest in, any business concern if it were possible for him to benefit from such association or financial interest by reason of his official position with the United Nations.

(c) A staff member who has occasion to deal in his official capacity with any matter involving a business concern in which he holds a financial interest shall disclose the measure of that interest to the Secretary-General.

(d) The mere holding of shares in a company shall not constitute a financial interest within the meaning of this rule unless such holding constitutes a substantial control.

(e) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, perform any one of the following acts, if such act relates to the purpose, activities, or interests of the United Nations.

(i) issue statements to the press, radio or other agencies of public information;

(ii) accept speaking engagements;

(iii) take part in film, theater, radio or television productions;

(iv) submit articles, books or other material for publication.

Regulation 1.5: Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

Regulation 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of the Staff Regulations and with the individual's status as an international civil servant.

Rule 101.7
(Suppressed)

Regulation 1.7: Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

Regulation 1.8: The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organisation. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

Rule 101.8
Membership in Political Parties and Political Activities

(a) Membership in a political party is permitted provided that such membership does not entail action, or obligation to action, contrary to Staff Regulation 1.7. The payment of normal financial contributions shall not be construed as an activity contrary to Staff Regulation 1.7.

(b) In any case of doubt as to the interpretation or application of Staff Regulation 1.7 and the present rule, the staff member concerned shall request a ruling from the Secretary-General.

Regulation 1.9: Members of the Secretariat shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Organisation".

Regulation 1.10: The oath or declaration shall be made orally by the Secretary-General and by Under-Secretaries at a public meeting of the General Assembly and by all other members of the Secretariat before the Secretary-General or his authorized deputy.

CHAPTER II

Classification of Posts and Staff

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

CHAPTER III

Salaries and Related Allowances

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of Annex I to the present regulations.

Salary and Allowances - Under-Secretaries

Annex I, paragraph 1.

An Under-Secretary shall receive a salary of \$US23,000 (subject to the Staff Assessment Plan provided in staff regulation 3.3 and to post adjustments wherever applied) and, if otherwise eligible, shall receive the allowances which are available to staff members generally.

Annex I, paragraph 2.

The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Under-Secretaries to compensate for such special costs as may be reasonably incurred in the interest of the Organisation 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.

Salaries and Allowances -Directors, Principal Officers and Professional Category

Annex I, paragraph 3

A Director shall receive a salary of \$US 18,000 per annum (subject to the Staff Assessment Plan provided in staff regulation 3.3 and to post adjustments wherever applied) and, if otherwise eligible, shall receive the allowances which are available to staff members generally. In addition, the Secretary-General is authorized, on the basis of appropriate justification and/or reporting to make additional payments to Directors 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 annual payment for any one Director shall be \$1,000.

Annex I, paragraph 4

Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Principal Officer and Director category and in the Professional category shall be as follows (subject to the Staff Assessment Plan provided in staff regulation 3.3 and to post adjustments wherever applied):

SALARY SCALES

(Subject to the Staff Assessment Plan provided by Staff Regulation 3.3 and to post adjustments wherever applied)

	<u>Step I</u> <u>\$ US</u>	<u>Step II</u> <u>\$ US</u>	<u>Step III</u> <u>\$ US</u>	<u>Step IV</u> <u>\$ US</u>	<u>Step V</u> <u>\$ US</u>	<u>Step VI</u> <u>\$ US</u>	<u>Step VII</u> <u>\$ US</u>	<u>Step VIII</u> <u>\$ US</u>	<u>Step IX</u> <u>\$ US</u>	<u>Step X</u> <u>\$ US</u>
<u>Principal Officer and Director Category</u>										
Director	18,000									
Principal Officer	13,330	14,000	14,670	15,400	16,200	17,000				
<u>Professional Category</u>										
Senior Officer	11,310	11,690	12,080	12,500	13,000	13,500	14,000	14,500	15,000	
First Officer	9,140	9,460	9,790	10,150	10,540	10,920	11,310	11,690	12,080	12,500
Second Officer	7,330	7,600	7,870	8,180	8,500	8,820	9,140	9,460	9,790	10,150
Associate Officer	5,750	6,000	6,270	6,530	6,800	7,070	7,330	7,600	7,870	
Assistant Officer	4,250	4,500	4,750	5,000	5,250	5,500	5,750	6,000		

Annex I, paragraph 5.

Salary increments within the levels set forth in paragraph 4 of the present Annex shall be awarded annually on the basis of satisfactory service, provided that the period of satisfactory service required for increments to any salary step above \$15,000 shall be two years.

The Secretary-General may provide two further increments at \$10,540 and \$10,920, at two-yearly intervals, to staff in the Second Officer level who have remained in that level for at least five years and are, in his opinion, qualified for promotion.

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).

Annex I, paragraph 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 and social welfare advisers.

Salary Scales - General Service Personnel and Manual Workers

Annex I, paragraph 7.

The Secretary-General shall fix the salary 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.

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 his duty station or to a staff member while he 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; and staff assessment.
- (d) The non-resident's allowance shall not be paid concurrently with the mission subsistence allowance under Rule 103.21.

Language Allowance

Annex I, paragraph 8.

The Secretary-General shall establish rules under which an extra payment 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, such payment to be equivalent to an additional step increment which would continue beyond the maximum of the salary level of the staff member concerned.

Rule 103.6
Language Allowance

- (a) Any staff member in the General Service category or in the Field Service below level six who passes a test which shall be prescribed by the Secretary-General for this purpose and which shall be held not less than once each year, shall be paid a language allowance in accordance with paragraph 8 of Annex I to the Staff Regulations, provided that only one such allowance shall be paid to a staff member at any one time.
- (b) 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.
- (c) The language allowance shall be taken into account in determining Joint Staff Pension Fund, medical, and group insurance contributions; overtime and night differential compensation, cost of living adjustment, payments and indemnities on separation; and staff assessment.

Post Adjustments

Annex I, paragraph 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, 3 and 4 of this Annex by the application of non-pensionable post adjustments, the amounts of which shall be determined on the basis of relative costs of living, standards of

living and related factors at the office concerned as compared to Geneva on 1 January 1956. Such post adjustments shall not be subject to the Staff Assessment Plan and their amount shall vary by salary level as determined from time to time by the General Assembly.

Rule 103,7
Salary Differentials

The rate of salary differential, if any, for each established office away from headquarters is set forth in Appendix B.

Rule 103,8
Salary and Wage Increments

- (a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Secretary-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.
- (b) Notwithstanding paragraph (a) of this rule, in the absence of exceptional circumstances, staff members holding Probationary Appointments shall become eligible for a second salary increment only after they have been granted Permanent or Regular Appointments, or if their probationary periods have been extended. Salary increments granted under this paragraph shall become effective in accordance with the provisions of paragraph (c) hereunder.
- (c) Salary and wage increments shall be effective on the first day of the pay period in which the service requirements are completed, provided that the period of service may be shortened to meet the requirements of Rule 103,9, and that such increments shall not be effective earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay. No increment shall be paid in the case of staff members whose services will cease during the month in which the increment would otherwise have been due.
- (d) If a staff member with satisfactory service is changed to a lower salary level, his service since the last increment shall be credited towards the next increment within the lower level. If a staff member whose service has not been satisfactory is changed to a lower salary level, his eligibility for salary increment in the lower level will be based on satisfactory service in the lower level.

Rule 103,9
Salary Policy in Promotions

Staff members receiving promotions shall be paid in accordance with the following provisions:

- (i) during the first year following promotion a staff member in continuous service shall receive in salary the amount of one full step in the level to which he has been promoted more than he would have received without promotion, except where promotion to the lowest step of the level yields a greater amount. The step rate and date of salary increment in the higher salary level shall be adjusted to achieve this end.
- (ii) when, on promotion, a staff member becomes ineligible for payment of non-resident's allowance and/or language allowance which he has formerly been receiving, the amount he has been receiving for these allowances shall be added to his salary before promotion to establish his step rate and date of next salary increment under (i) above.

Rule 103.10
Personal Allowances

(a) In accordance with the provisions of paragraph 3 of Resolution 470 (V) adopted by the General Assembly on 15 December 1950, staff members who, on 31 December 1950, were serving under indeterminate, temporary indefinite or fixed-term appointments and whose salaries plus cost of living adjustment, if any, were above the ceilings of the new salary levels to which their posts were first assigned in 1951, shall, subject to efficiency, receive the difference as a pensionable personal allowance, provided, however, that such an allowance shall not exceed the equivalent of three additional steps beyond the maximum of their new salary levels.

(b) Staff members who, on 31 December 1950, were serving under indeterminate, temporary indefinite or fixed-term appointments and who were proceeding to a maximum in their former grades higher than the maximum of the new salary level to which they were first assigned in 1951, shall, subject to efficiency, continue to receive salary increments on the basis of the new scales, until they have reached a point equal to the maximum of their former grades or a point equivalent to three steps beyond the maximum of their new salary levels, whichever is of the lower. That portion of the salary payment which exceeds the maximum of the new salary level shall be considered as a pensionable personal allowance.

(c) Personal allowances shall be paid without time limit subject to efficiency while the staff member remains in the salary level to which he was first assigned in 1951. The personal ceiling shall cease to exist when the staff member is placed in a new salary level.

Rule 103.11
Special Post Allowance

(a) Staff members shall be expected to assume, as a normal part of their work assignments and without extra compensation, the duties and responsibilities of higher level posts for short periods (such as during sessions of the General Assembly or conferences or during absences of other staff members on leave). If, however, they should be required to assume such higher duties and responsibilities for substantial periods of time, the Secretary-General may, in exceptional circumstances, authorise payment of a special non-pensionable post allowance provided that the following minimum conditions are fulfilled:

(i) the staff member shall be fully qualified to undertake the duties and responsibilities of the higher level post and shall have demonstrated his ability to perform the work at this level during a period of not less than six months;

(ii) the post to which the staff member is detailed shall be provided in the manning table and shall represent a clearly identifiable individual function.

(b) The amount of the special post allowance shall be approximately equivalent to the salary increase the staff member would have received had he been promoted to the next higher salary level. Payment of the allowance shall not be retroactive beyond the beginning of the first pay period following six months' service in the higher level post.

(c) In the case of staff members detailed or transferred from an established office for service with a mission who are required to assume the duties and responsibilities of post above their own level, a special post allowance may be paid for the duration of such service in a higher level provided that it extends beyond sixty days.

Rule 103.12
Overtime and Compensatory Time Off

(a) Staff members serving at established offices in the Manual Worker category, in the General Service category or in the Field Service who are required to work in excess of the working week established for this purpose, shall be given com-

pensatory time off, or may receive additional payment, under the conditions set forth in Appendix B.

(b) Should the exigencies of the service permit and subject to the prior approval of the Secretary-General occasional compensatory time off may be granted to staff members serving at established offices in the Professional category, who have been required to work substantial or recurrent periods of overtime.

(c) The Secretary-General may set the conditions for overtime work or compensatory time off for staff members serving on missions, or on other assignments away from their duty stations.

Rule 103.13 Night Differential

(a) Staff members serving at established offices who are assigned to night-time tours of duty shall receive a night differential at a rate and under conditions set forth in Appendix B.

(b) When members of the Field Service are serving at an established office they may be paid a night differential in accordance with the conditions applicable to that office.

(c) Night differential shall not be paid for the same work for which overtime payment or compensatory time off is allowed, nor for any hours when the staff member is on leave or in travel status.

(d) The Secretary-General shall set the conditions regarding night-time tours of duty in respect of missions.

Rule 103.14 Salary Advances

(a) Salary advances may be made to staff members under the following circumstances and conditions:

(i) upon departure for extended official travel or for approved leave involving absence from duty for two or more pay days in the amount that would fall due for payment during the anticipated period of absence;

(ii) in cases where staff members do not receive their regular pay cheque through no fault of their own, in the amount due;

(iii) upon separation, where final settlement of pay accounts cannot be made at the time of departure, subject to the advance not exceeding eighty per cent of the estimated final new payments due;

(iv) in cases where new staff members arrive without sufficient funds, in such amount as the Secretary-General may deem appropriate;

(v) upon change of official duty station or detail to mission duty, in such amounts as the Secretary-General may deem appropriate.

(b) The Secretary-General may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorise an advance for any reason other than those enumerated above.

(c) Salary advances, other than those referred to in (i), (ii) and (iii) above, shall be liquidated at a constant rate as determined at the time the advance is authorised, in consecutive pay periods commencing not later than the period following that in which the advance is made.

Rule 103.15 Retroactivity of Payments

A staff member who has not been receiving an allowance, grant or other payment to which he is entitled shall not receive retroactively such allowance, grant or payment unless he has made written claim:

(i) in the case of the cancellation or modification of the staff rule governing eligibility, within three months following the date of such cancellation or modification, or

(ii) in every other case, within one year following the date on which he would have been entitled to the initial payment.

Rule 103.16
Pensionable Remuneration

Pensionable remuneration within the meaning of the Regulations for the United Nations Joint Staff Pension Fund shall consist of the rounded aggregate of the following payments, excluding any salary differential or cost of living adjustment, calculated on the basis of net for a staff member without dependents when the staff assessment plan is applicable:

- (i) Salary or wage;
 - (ii) Personal allowance;
 - (iii) Language allowance;
 - (iv) Non-resident's allowance;
- (b) The pensionable remuneration corresponding to those United Nations salary rates which are subject to the staff assessment plan are shown in the schedule in Appendix B.

Rule 103.17
(Cancelled)

Regulation 3.2: The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his recognized home country, whose dependent child under the age of twenty-one is in full-time attendance at a school, university, or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's re-assimilation in the staff member's recognized home country. The maximum amount of the grant shall be \$400 per annum for a child. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.

The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his own.

The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Staff Assessment Plan

Regulation 3.3

(a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and emoluments of staff members, but not to dependency benefits or to post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and other emoluments of staff engaged at locality rates;

(b) The assessment shall be calculated according to the following rates:

<u>Total assessable payments</u>	<u>Assessment</u>
Not exceeding \$4,000 per year	15 per cent
Next \$2,000 per year	20 per cent
" \$2,000 " "	25 per cent
" \$2,000 " "	30 per cent
" \$2,000 " "	35 per cent
" \$3,000 " "	40 per cent
Remaining assessable payments.	50 per cent

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him.

(d) That the assessment computed under the foregoing articles shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.

(e) That revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X).

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him by the United Nations, the Secretary-General is authorized to refund to him the amount of staff assessment collected from him provided that:

- (i) The amount of such refund shall in no case exceed the amount of his income taxes paid and payable in respect of his United Nations income;
- (ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;
- (iii) Payments made in accordance with the provisions of this article shall be charged to the Tax Equalization Fund.
- (iv) A payment under the conditions prescribed in the three preceding sub-paragraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment, but may be subject to national income taxation.

Dependency Benefits

Regulation 3.4

(a) Under-Secretaries and staff members in the Principal Officer and Director category or in the Professional category shall be entitled to receive dependency allowances as follows:

- (i) At \$200 per annum for a dependent wife or dependent husband and at \$300 per annum for each dependent child; or
- (ii) Where there is no dependent spouse, a single annual allowance of \$200 for either a dependent parent, a dependent brother or a dependent sister.

(b) If both husband and wife are staff members, one may claim, for dependent children, under (i) above, in which case the other may claim only under (ii) above, if otherwise entitled.

(c) (i) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants or income tax exemption and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in (a) (i) above shall be payable to the extent that the dependency benefits enjoyed by the staff member or his spouse under applicable laws amount to less than such a dependency allowance. Where any income tax exemption in respect of the child of a staff member accrues to the benefit of the United Nations under arrangements for reimbursement of income tax, the staff member shall receive the full amount of the dependency allowance for such child.

(ii) The Secretary-General may determine the amount of the dependency benefits referred to in (c) (i) above on the basis of categories established by him in the interest of administrative convenience and simplicity provided that the benefit actually received plus the dependency allowance shall be no less than \$300 in respect of a child.

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of Annex I to these regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located.

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Rule 103.18

Deductions and Contributions

(a) There shall be deducted, each pay period, from the total payments due to each staff member:

(i) staff assessment, at the rates and subject to the conditions prescribed in Regulation 3.3;

(ii) contributions to the United Nations Joint Staff Pension Fund, based on the staff member's pensionable remuneration as defined in Rule 103.16.

(b) Deductions from salaries, wages and other emoluments may also be made for the following purposes:-

(i) for contributions, other than to the United Nations Joint Staff Pension Fund, for which provision is made under these rules;

(ii) for indebtedness to the United Nations;

(iii) for indebtedness to third parties when any deduction for this purpose is authorised by the Secretary-General.

Rule 103.19

Children's Allowances

(cancelled)

Rule 103,20
Education Grant

A. Eligibility

Education grant benefits shall be available to staff members, other than Field Service personnel and staff members recruited specifically for service with a mission, who are regarded as international recruits under rule 104,7, while they are serving and residing outside their home countries, subject to the conditions provided in this rule and to any special conditions the Secretary-General may establish for a particular duty station. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under rule 104,6 as a local recruit at his normal official duty station.

- (i) Entitlement to an education grant shall exist if the child of an eligible staff member is in full-time attendance at a school or university, or similar educational institution, in the staff member's home country and is under age of twenty-one.
- (ii) Entitlement to an education grant shall exist if the child of an eligible staff member is in full-time attendance at a "recognized" school outside the home country. Normally entitlement shall continue through secondary education until completion of the scholastic year in which the child's 18th birthday occurs. A school will be "recognized" if the following conditions are, in the opinion of the Secretary-General, complied with:
 - (a) Where the language of the country of the duty station and of the staff member's home country is the same, the child is in full-time attendance at a special school of the staff member's nationality, or at an international school; or
 - (b) Where the language of the country of the duty station and that of the staff member's home country are different, the child is in full-time attendance (1) at a special school of the staff member's nationality, or (2) at an international school or (3) at a special school; approved by the Secretary-General for this purpose, conducting education in the language of the staff member's home country.
- (iii) Where there is no school conducting education in the language of the staff member's home country, and no international school, in the area of the staff member's duty station, the Secretary-General may recognize some other school at the duty station or elsewhere if he is satisfied that the education provided by the school is better adapted to the re-assimilation of the child in the home country than that offered by any other local school, and that recognition of the school would be consistent with the purposes and intent of staff regulation 3,2.

B. Amount of the Grant

- (i) In the case of attendance in the home country, the staff member shall be entitled to a lump-sum payment of \$400 per annum if the attendance is for two-thirds or more of the scholastic year. Where attendance is for less than two-thirds of the scholastic year, the amount of the grant shall be that proportion of the annual grant which the period of attendance bears to the full scholastic year.
- (ii) In the case of attendance outside the home country, the staff member shall be entitled to a lump-sum payment established on the following basis: Where the cost of attendance at the school is \$200 or less per annum, the lump-sum payment shall be the cost of attendance at the school; where the cost is more than \$200 per annum, the lump-sum payment shall be either \$200 or one-half the cost, whichever is greater, up to a maximum lump-sum payment of \$400 per annum. Where attendance is for substantially less than a full scholastic year, the amount of the grant shall be that proportion of the annual grant which the period of attendance bears to the full scholastic year.

C. Travel

- (i) In the case of attendance in the home country, the staff member shall be entitled to payment of the cost of one return journey each scholastic year for the child between the duty station and the home country if attendance

- is for two-thirds or more of the scholastic year. Where attendance is for less than two-thirds of the scholastic year, travel costs shall not be paid.
- (ii) In the case of attendance outside the home country under (A) (ii) (b) (1 and 3), the staff member shall be entitled to payment of the cost of one return journey each scholastic year for the child between the duty station and the school if attendance is for two-thirds or more of the scholastic year. Travel costs shall not be payable in other cases of attendance outside the home country.

D. Tuition in the Mother Tongue

The Secretary-General will consider requests submitted by staff members under the third paragraph of staff regulation 3.2.

E. Other Conditions and Definitions:

- (i) For the purposes of this rule, the following additional conditions and definitions shall apply:
- (a) "Child" shall mean a child in respect of whom a children's allowance is payable under rule 103.19.
 - (b) "Home country" shall mean the country of home leave of the staff member under rule 105.3. If both parents are eligible staff members, "home country" shall be the country of home leave of either parent, but only one education grant shall be payable for each child.
 - (c) "International School" shall be a school recognized by the Secretary-General as organized specifically for children of varied national and cultural origins.
 - (d) "Attendance at a school" shall not include attendance at a kindergarten, or other pre-school activity.
- (ii) Travel costs of a journey in connexion with education grant shall not be reimbursed if, in the view of the Secretary-General, the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his dependants or because of the brevity of the visit in relation to the expense involved.
- (iii) Travel of the child shall be by a route, mode and standard approved by the Secretary-General. No allowance shall be paid for subsistence.
- (iv) Staff members shall be responsible for notifying the Secretary-General in writing of claims for education grant and shall be required to support them by such documentary evidence as may be required.

Rule 103.21

Salary and Allowances during Mission Service

- (a) Any salary differential or cost of living adjustment applicable at an established office shall continue to apply in the case of staff members detailed from that office to a mission.
- (b) Staff members who are detailed or transferred from an established office for service with a mission, members of the Field Service, and staff members recruited specifically for service with a mission from outside the area of the mission, shall receive a mission subsistence allowance under rates and conditions set by the Secretary-General for the mission. Such persons who have a dependent wife or dependent husband and/or dependent children shall receive a higher rate of mission subsistence allowance than persons not having such dependents. The allowance may be paid wholly or partially in the currency of the mission area or in the form of provision of food and/or lodging by the United Nations.
- (c) The Secretary-General may pay a clothing allowance to staff members who are detailed or transferred from an established office for service with a mission and to staff members recruited specifically for service with a mission from outside the area of the mission, if the mission is in a tropical or arctic area. The United Nations shall provide uniforms and accessories, but no clothing allowance, to members of the Field Service who are required to wear them.

Rule 103.22
Assignment Allowance

(a) Subject to transitional arrangements where a mission subsistence allowance is presently being paid, when staff members are assigned to a duty station outside their home countries for one year or more but for less than five years, the Secretary-General shall decide whether to pay the cost or removal of household goods and personal effects under Rule 107.27 or to pay an assignment allowance at the following annual rates:

	<u>Single rates</u>	<u>Dependency rates</u> (spouse or child)
Field Service, General Service, P-1 and P-2	\$800	\$1,000
P-3 and P-4	\$950	\$1,200
P-5 and above	\$1,100	\$1,400

(b) The rate of assignment allowance applicable to staff members with dependants shall be paid to a staff member if either his spouse or child is recognized as dependent upon him for main and continuing support. Where both husband and wife are staff members of the United Nations, adjustments will be made to ensure appropriate payment of assignment allowance to the household.

(c) The decision to grant removal expenses under Rule 107.27 or an assignment allowance shall be made with the following considerations in mind:

(i) The assignment allowance will normally be paid in the case of initial fixed-term appointment or temporary assignment for a period of one year or more but less than five years to a duty station outside the cities in which the Headquarters of the United Nations or the Specialized Agencies are located.

(ii) As far as duty stations in the cities in which the Headquarters of the United Nations or the Specialized Agencies are located are concerned:

(A) The provisions of Rule 107.27 will normally be applied upon initial appointment and when a staff member is assigned to such a duty station for an indefinite period which is expected to exceed two years.

(B) An assignment allowance will normally be paid when a staff member is assigned to such a duty station for a period of at least one year but less than two years.

(C) A decision based on the circumstances of the case will be taken when a staff member is assigned to such a duty station for a period of at least two years but less than five years.

(d) Normally assignment allowance will not be paid in respect of a staff member's assignment to a duty station for less than one year; however, appropriate travel subsistence payments will be made where no assignment allowance is paid.

(e) The assignment allowance shall not be paid to a staff member for more than five years in respect of service at one duty station.

(f) "Home country" for the purposes of this rule shall be determined on the same basis as the country of home leave entitlement under Rule 105.3.

CHAPTER IV

Appointment and Promotion

Regulation 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment each staff member shall receive a letter of appointment in accordance with the provisions of Annex II to the present regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

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 of 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 of 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.

Rule 104.1

Letter of Appointment

The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 104.2

Effective Date of Appointment

- (a) The appointment of every locally recruited staff member shall take effect from the date on which he starts to perform his duties.
- (b) The appointment of every staff member internationally recruited shall take effect from the date on which he enters into official travel status to assume his duties, or if no official travel is involved, from the date on which he starts to perform his duties.

Rule 104.3
Re-employment

(a) A former staff member who is re-employed shall either be given a new appointment or, if he is re-employed within twelve months of being separated from service or within any longer period following retirement on disability under the Joint Staff Pension Fund Regulations, he may be reinstated in accordance with the provisions of paragraph (b) hereunder. In the event of his being given a new appointment, its terms shall be fully applicable without regard to any former period of service. In the event of his being reinstated, it shall be so stipulated in his letter of appointment.

(b) On re-instatement the staff member's services shall be considered as having been continuous, and he shall return to the United Nations any monies he received on account of separation, including termination indemnity under Rule 109.4, repatriation grant under Rule 109.5, and payment for accrued annual leave under Rule 109.8. The interval between separation and re-instatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's sick leave credit under Rule 106.2, at the time of separation shall be re-established; his participation, if any, in the Joint Staff Pension Fund shall be governed by the Regulations of that Fund.

Rule 104.4
Notification by Staff Members and Obligation to Supply Information

(a) Staff members shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules, or of completing administrative arrangements in connexion with their appointments.

(b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules.

(c) A staff member who intends to acquire permanent residence status in any country other than that of his nationality, or who intends to change his nationality, shall notify the Secretary-General of that intention before the change in his residence status or in his nationality becomes final.

(d) A staff member who is arrested, charged with an offence other than a minor traffic violation, or summoned before a Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall immediately report the fact to the Secretary-General.

(e) A staff member may at any time be required by the Secretary-General to supply information concerning facts anterior to his appointment and relevant to his suitability, or concerning facts relevant to his integrity, conduct and service as a staff member.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Rule 104.5
Geographical Distribution

Recruitment on as wide a geographical basis as possible, in accordance with the requirements of Staff Regulation 4.2, shall not apply to posts in the General Service category or in similar salary levels, except the principal level of that category at Headquarters.

Rule 104.6
Local Recruitment

- (a) The conditions under which staff members shall be regarded as local recruits for the purposes of these rules at each duty station, including missions, are set forth in Appendix B.
- (b) A staff member regarded as having been locally recruited, shall not be eligible for the allowances or benefits indicated under Rule 104.7.

Rule 104.7
International Recruitment

- (a) Staff members other than those regarded under Rule 104.6 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their dependents, removal of household effects, non-resident's allowance, home leave, education grant and repatriation grant.
- (b) Members of the Field Service and staff members recruited specifically for mission service shall not be eligible for non-resident's allowance, education grant or removal of household effects.
- (c) A staff member who has changed his residential status in such a way that he may, in the opinion of the Secretary-General, be deemed to be a permanent resident of any country other than that of his nationality may lose entitlement to non-resident's allowance, home leave, education grant, repatriation grant and payment of travel expenses upon separation for himself and his dependents and removal of household effects, based upon place of home leave, if the Secretary-General considers that the continuation of such entitlement would be contrary to the purposes for which the allowance or benefit was created. Conditions governing entitlement to international benefits in the light of residential status are shown in Appendix B.

Rule 104.8
Nationality

- (a) In the application of Staff Regulations and Rules, the United Nations shall not recognise more than one nationality for each staff member.
- (b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Rule 104.9
(cancelled)

Rule 104.10
Family Relationships

- (a) Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: husband, wife, father, mother, son, daughter, brother or sister.

(b) Staff members who bear any of the relationships specified in (a) above shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.

(c) If two staff members marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant staff rules; their appointment status shall not, however, be affected.

Regulation 4.4: Subject to the provisions of Article 101, Paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply on a reciprocal basis to the specialised agencies brought into relationship with the United Nations.

Rule 104.11
(cancelled)

Regulation 4.5: (a) Appointments of Under-Secretaries shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with these regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Rule 104.12
Temporary Appointments

On recruitment staff members may be granted one of the following types of temporary appointments: Probationary Appointment, Fixed-Term Appointment, or Indefinite Appointment.

(a) The Probationary Appointment

The Probationary Appointment may be granted to persons under the age of 50 years who are recruited for career service. The period of probationary service under such an appointment shall normally be two years. In exceptional circumstances it may be reduced, or extended for not more than one additional year.

At the end of the probationary service the holder of a Probationary Appointment shall be granted either a Permanent or a Regular Appointment, or be separated from the service.

The Probationary Appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

(b) The Fixed-Term Appointment

The Fixed-Term Appointment, having an expiration date specified in the letter of appointment, may be granted for a period not exceeding five years to persons recruited for service prescribed duration, including persons temporarily seconded by national governments or institutions for service with United Nations. The Fixed-Term Appointment does not carry any expectancy of renewal or of conversion to any other type of appointment.

(c) The Indefinite Appointment

The Indefinite Appointment may be granted only to:

- (i) Persons specifically recruited for the Field Service or mission service who are not granted a Fixed-Term or a Regular Appointment.
- (ii) Persons recruited subject to a waiver of medical requirements who are not granted a Fixed-Term Appointment.

The Indefinite Appointment does not carry any expectancy of conversion to any other type of appointment. The Indefinite Appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to Temporary Appointments which are not for a fixed-term.

Rule 104.13

Permanent and Regular Appointments

(a) The Permanent Appointment

- (i) The Permanent Appointment may be granted to staff members who are holders of a Probationary Appointment and who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.
- (ii) Permanent Appointments shall be subject to review at the end of the first five years of service under such appointment.

(b) The Regular Appointment

- (i) The Regular Appointment may be granted when warranted by specific circumstances, especially such circumstances of a local nature, to staff members in the General Service and Manual Worker categories who are holders of Probationary Appointments and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.
 - (ii) The Regular Appointment shall be for an indefinite period and may last until retirement. It shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term. Regular Appointments shall be subject to review at the end of the first five years.
- (c) (i) Recommendations proposing the grant of Permanent or Regular Appointments on the ground that a holder of a Probationary Appointment has met the requirements of this rule may be made to the Secretary-General by agreement between the Office of Personnel and the Department or Office concerned. Such agreements shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.
- (ii) Affirmative recommendations to the effect that the holder of a Permanent or Regular Appointment under a five-year review has maintained the requisite standards of suitability may similarly be made by agreement between the Office of Personnel and the Department or Office concerned, and shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.
- (iii) In the absence of an agreed favourable recommendation as provided in (c) (i) or (ii) above, the matter shall be referred to the Appointment and Promotion Board.
- (d) Permanent or regular appointments, limited to service with the United Nations Children's Fund or with the Technical Assistance Board, may be granted by the Executive Director of the Fund or by the Executive Chairman of the Board with the assistance of such boards as may be established in accordance with the last sentence of Rule 104.14 (a).

Appointment and Promotion Board

- (a) (i) An Appointment and Promotion Board shall be established by the Secretary-General to advise him on the appointment, promotion and review of staff in the General Service and Professional categories, and on the appointment and review of staff at the Principal Officer level, except those specifically recruited for service with the United Nations Children's Fund or with the Technical Assistance Board. The Secretary-General shall also establish an Appointment and Promotion Committee and such other subsidiary panels as may be necessary to assist the Appointment and Promotion Board in the performance of its functions. The Executive Director of the United Nations Children's Fund and the Executive Chairman of the Technical Assistance Board may establish boards whose composition and functions are generally comparable to those of the Appointment and Promotion Board to advise them in the case of staff members recruited specifically for service with the United Nations Children's Fund or with the Technical Assistance Board.
- (ii) Subject to the criteria of Article 101.3 of the Charter, and to the provisions of Staff Regulations 4.2 and 4.4, the Appointment and Promotion Board shall, in filling vacancies, normally give preference, where qualifications are equal, to staff members already in the Secretariat, and staff members in other international organizations.
- (b) Composition and procedures of the Appointment and Promotion Board
 - (i) The Appointment and Promotion Board shall consist of seven members and seven alternates, at the Senior Officer level and above. The Director of Personnel or the Deputy Director of Personnel shall serve ex officio as a non-voting member of the Board. The other members and alternates shall be appointed by the Secretary-General after consultation with, and after consideration of a panel of names proposed by, the Staff Council. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that at least two members and two alternates are appointed from among nominees submitted by the Staff Council.
 - (ii) The Board shall elect its own Chairman and establish its own procedures.
- (c) Composition and procedures of the Appointment and Promotion Committee
 - (i) The Appointment and Promotion Committee shall consist of seven members and seven alternates, at the Second Officer level and above. A designated official of the Office of Personnel shall serve ex officio as a non-voting member of the Committee. The other members and alternates shall be appointed by the Secretary-General after consultation with, and after consideration of a panel of names proposed by, the Staff Council. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that at least two members and two alternates are appointed from among nominees submitted by the Staff Council.
 - (ii) The Committee shall elect its own Chairman and, subject to such general directives as may be issued by the Board, shall establish its own procedures.
- (d) Subsidiary Panels

As necessary, working groups at Headquarters and in designated overseas offices, with functions comparable to those of the Appointment and Promotion Board and Committee, may be appointed in the same manner by the Secretary-General.

- (e) For any particular review where promotion is envisaged, the rank of members or alternates serving on the Committee or subsidiary panels shall not be below the level to which promotion is contemplated.

(f) Functions of the Appointment and Promotion Board

The function of the Appointment and Promotion Board shall be to make recommendations to the Secretary-General in respect of the following:

(i) Appointment

Proposed Probationary Appointments and other proposed appointments of a probable duration of one year or more, excluding the appointment of persons recruited specifically for service with a mission.

(ii) Review

(A) The suitability for permanent or regular appointment of staff members serving on probationary appointments, as may be referred to it in accordance with the provisions of Rule 104.13 (c). Recommendations of the Board may include extension of the probationary period for one additional year, or separation from the service.

(B) The review of appointments of staff members holding Permanent or Regular Appointment, as may be referred to it in accordance with the provisions of Rule 104.13 (c), upon the completion of the first five years of service under such appointments, for the purpose of determining whether the staff member concerned has maintained the standards of efficiency, competence and integrity established in the Charter.

(iii) Promotion

(A) The selection of staff members qualified for promotion. For this purpose, the Board shall normally once a year conduct a comprehensive, grade by grade review of all staff members within its purview. Wherever practicable, it shall develop and maintain promotion registers embodying the results of such a review. These registers shall be established in relation to an estimate of the total number of known and foreseeable vacancies to be filled by promotion at each grade level in the period until the next general review of staff.

(B) In the event that a particular vacancy cannot, by reason of the nature of the work, be appropriately filled from a promotion register, the Board may recommend exceptionally, in advance of the next regular review, the promotion of a staff member considered by it to be best qualified after review of a relevant group of staff.

(C) Minimum periods of service in the grade shall be established as a normal requirement for consideration for promotion. These normal requirements shall not be less than:

(i) One year for staff members in the Professional category, or in the Principal level of the General Service category at Headquarters;

(ii) Six months for all other staff members.

(g) The foregoing functions with respect to staff in the Professional category and at the Principal Officer level will be performed by the Appointment and Promotion Board or at its request by the Appointment and Promotion Committee, which will report to the Board. The same functions in respect of staff in the General Service category will normally be performed by working groups, in accordance with the provisions establishing such working groups.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.

Rule 104.15
Medical Examination

(a) Staff members may be required from time to time to satisfy the Chief Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the Chief Medical Officer before they go on or after they return from mission service.

CHAPTER V

Annual and Special Leave

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Rule 105.1 Annual Leave

(a) Staff members serving at established offices, members of the Field Service, and staff members recruited specifically for service with a mission from outside the area of the mission, shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of Rule 105.2 (c) provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under Rule 106.4.

(b) Annual leave may be taken in units of days and half-days. All arrangements as to leave shall be subject to the exigencies of the service which may require that leave be taken by a staff member during a period designated by the Secretary-General. Leave may be taken only when authorized but the personal circumstances and preferences of the individual staff member shall as far as possible be considered.

(c) Annual leave may be accumulated provided that not more than twelve weeks of such leave shall be carried forward beyond 1 March of any year.

(d) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if he has no accrued annual leave, it shall be considered as unauthorized and pay and allowances shall cease for the period of such absence.

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced. Advance annual leave shall not be combined with advance sick leave.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission, and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Regulation 5.2: Special leave may be authorised by the Secretary-General in exceptional cases.

Rule 105.2 Special Leave

(a) Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the United Nations, in cases of extended illness, or for other important reasons for such period as the Secretary-General may prescribe.

(b) A staff member, other than one recruited specifically for a mission, who has completed one year of satisfactory probationary service or who has a Permanent or Regular Appointment and who is called upon to serve in the armed forces of the State of which he is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service in accordance with terms and conditions set forth in Appendix C.

(c) Staff members shall not accrue service credits toward sick, annual, home and maternity leave, salary increment, termination indemnity and repatriation grant during full months of special leave with partial or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

Home Leave

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.

Rule 105.3 Home Leave

(a) Staff members, other than those considered as local recruits under Rule 104.6 or excluded from home leave under Rule 104.7, who are serving outside their home country and who are otherwise eligible shall be entitled once in every two years of qualifying service to visit their home country at United Nations expense for the purpose of spending in that country a substantial period of annual leave. Leave taken for this purpose and under the terms and conditions set forth in this rule shall hereinafter be referred to as home leave.

(b) A staff member shall be eligible for home leave provided the following conditions are fulfilled:

(i) while performing his official duties he continues to reside in a country other than that of which he is a national or, in the case of a staff member who is a native of a non-metropolitan territory of the country of his duty station and who maintained his normal residence in such non-metropolitan territory prior to appointment, he continues to reside, while performing his official duties, outside such territory;

(ii) his service is expected by the Secretary-General to continue at least six months beyond the date of his return from any proposed home leave, on the understanding that in the case of the first home leave his service is also expected to continue at least six months beyond the second anniversary of his date of appointment and that in every other case his service is also expected to continue at least six months beyond the second anniversary of the date of departure on his previous home leave.

(c) Staff members whose eligibility under (b) above is established at the time of their appointment shall begin to accrue service credit toward home leave from that date. Staff members who, subsequent to appointment, acquire home leave entitlement as a result of change of duty station, promotion or reassignment shall begin to accrue such service credit from the effective date thereof.

(d) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:

(i) The place of home leave of the staff member within his home country shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential ties during the period of his most recent residence in his home country preceding appointment;

(ii) a staff member who has served with another public international organization immediately preceding his appointment shall have the place of his home leave determined as though his entire previous service with the other international organization had been with the United Nations;

(iii) The Secretary-General, in exceptional and compelling circumstances, may authorize as the home country, for the purposes of this rule, a country other than the country of nationality. A staff member requesting such authorization will be required to satisfy the Secretary-General that he maintained his normal residence in such other country for a prolonged period preceding his appointment, that he continues to have close family or personal ties in that country and that his taking home leave there would not be inconsistent with the purposes and intent of Staff Regulation 5.3.

(e) Except in the case of staff members serving on probationary appointments, and subject to the provisions in Appendix B, the first home leave for an eligible staff member shall fall due in the second calendar year after the one in which he

was appointed or in which entitlement is acquired, A staff member appointed on a probationary basis shall not be entitled to his first home leave until he has been granted a permanent appointment or an extension of his probationary period, unless the Secretary-General considers that it will not be possible for the Review Board to review his case within six months after the completion of two years' service, in which event the Secretary-General may grant the home leave subject to the other conditions of this Rule. Home leave may be taken, subject to the exigencies of service and to the provisions above in respect of probationary appointment, at any time during the calendar year in which it falls due.

(f) In exceptional circumstances, a staff member may be granted advanced home leave provided that not less than twelve months of qualifying service have been completed or that not less than twelve months of qualifying service have elapsed since the date of return from his last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due.

(g) If, excepting as provided hereunder, a staff member delays taking his home leave beyond the calendar year in which it falls due, he shall not be entitled to take his next such leave until the second succeeding calendar year thereafter. Should, however, the Secretary-General decide that exceptional circumstances, arising out of the exigencies of the service, make it necessary for a staff member's home leave to be delayed beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his next and succeeding home leave entitlements provided that not less than twelve months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his next home leave departure.

(h) A staff member may be required to take his home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his family.

(i) Subject to the conditions specified in Chapter VII of these rules, a staff member shall be entitled to claim in respect of authorized travel on home leave, travel time and expenses for himself and eligible dependents for the outward and return journeys between his official duty station and the place of residence in his home country.

(j) Travel of dependents shall be in conjunction with the approved home leave of the staff member provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his dependents from travelling together.

(k) If both husband and wife are staff members eligible for home leave, the wife shall have the choice either of exercising her own home leave entitlement or of accompanying her husband. If she accompanies her husband she shall be allowed travelling time not exceeding that which would have been authorized had she chosen to exercise her own home leave entitlement. Dependent children whose parents are staff members each of whom is entitled to home leave, may accompany either parent provided that the frequency of travel does not exceed once in every two years.

(l) A staff member travelling on home leave shall be required to spend a substantial period of leave in his home country. The Secretary-General may request a staff member, on his return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

CHAPTER VI

Social Security

Regulation 6.1: Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Rule 106.1

Mission Personnel

Staff members who have been recruited specifically for service with a mission shall not be eligible for participation in the Joint Staff Pension Fund unless eligibility for such participation is granted in the letter of appointment.

Rule 106.2

Sick Leave

(a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

- (i) All sick leave must be approved on behalf of the Secretary-General.
- (ii) A staff member holding a fixed-term appointment for less than one year shall be granted sick leave credit at the rate of 2 working days per month of contractual service.
- (iii) A staff member holding a probationary appointment, an indefinite appointment or a fixed-term appointment of one year or longer shall be granted sick leave up to three months on full salary and three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary.
- (iv) A staff member who holds a permanent or regular appointment shall be granted sick leave up to six months on full salary and six months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary.
- (v) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. Where practicable they should, before absenting themselves, report to the United Nations Medical Officer.
- (vi) Except with the approval of the Secretary-General, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he is unable to perform his duties and stating the nature of the illness, and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member.
- (vii) After a staff member has taken periods of non-certified sick leave totalling seven working days within a leave year, any further absence from duty within that year shall either be supported by a medical certificate or deducted from annual leave or charged as special leave without pay.

(viii) A staff member may be required at any time to submit a medical certificate as to his condition or to undergo examination by a medical practitioner named by the Secretary-General. Further sick leave may be refused or the unused portion withdrawn if the Secretary-General is satisfied that the staff member is able to return to his duties, provided that if the staff member so requests the matter shall be referred to an independent practitioner or a medical board acceptable to both the Secretary-General and the staff member.

(ix) A staff member shall not, whilst on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.

(b) When sickness of more than three consecutive working days occurs within a period of annual leave, including home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his request for sick leave together with supporting certificate or other evidence as soon as practicable, and in any event immediately on his return to duty.

(c) A staff member shall immediately notify the United Nations Medical Officer of any case of contagious disease occurring in his household or of any quarantine order affecting his household. A staff member who, as a result of these circumstances, is directed not to attend the office shall receive his full salary and other emoluments for the period of authorized absence.

(d) Entitlement to sick leave shall lapse on the final date of a staff member's appointment.

Rule 106.3

Maternity Leave

(a) A staff member who will have served continuously for one year at the anticipated time of confinement:

(i) Shall be entitled to absent herself from her duties until the date of confinement upon producing an acceptable medical certificate that her confinement will probably take place within six weeks.

(ii) Shall not be permitted to work during the six weeks following confinement.

(iii) Shall receive maternity leave on full pay for the entire duration of her absence in accordance with (i) and (ii) above. No miscalculation on the part of the doctor or midwife as to the date of the confinement shall prevent the staff member from receiving full pay to the actual date of confinement.

(b) A staff member with less than one year of continuous service at the anticipated time of confinement shall be given her accrued annual leave, and on her request, special leave without pay for the balance of her absence in accordance with (i) and (ii) of paragraph (a).

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) Return to duty after maternity leave shall be approved by the United Nations Medical Officer on the basis of a medical certificate.

(e) Annual leave shall not accrue during maternity leave.

(f) Qualifying service shall not be considered as lost by periods of special leave with partial pay or without pay or suspension from duty without pay, but service credit towards maternity leave shall not accrue during full months in such status. Periods of less than one month in such status shall not affect the ordinary rates of accrual.

(g) Absence from duty prior to confinement shall not be obligatory, but a staff member who anticipates being confined within six weeks shall submit a medical certificate stating that she is fit for duty.

Rule 106.4

Compensation for Death, Injury or other Disability

Attributable to Service

Staff members shall be entitled to compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations, in accordance with the provisional rules set forth in Appendix D to these rules.

CHAPTER VII

Travel and Removal Expenses

Regulation 7.1: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members and their dependents.

Rule 107.1

Official Travel of Staff Members

(a) Subject to the conditions laid down in these rules, the United Nations shall pay the travel expenses of a staff member under the following circumstances:

- (i) on initial appointment, provided the staff member is considered to have been internationally recruited under Rule 104.7;
- (ii) when required to travel on official business;
- (iii) on change of official duty station, as defined in Rule 101.4;
- (iv) on home leave, in accordance with the provisions of Rule 105.3;
- (v) on separation from service, in accordance with the provisions of Article IX of the Staff Regulations and Chapter IX of the Staff Rules.

(b) Under sub-paragraph (v) of paragraph (a) above, the United Nations shall pay the travel expenses of a staff member to the place from which he was recruited or, if he had a Probationary Appointment or an appointment for a period of two years or longer or had completed not less than two years of continuous service, to the place recognised as his home for the purposes of home leave under Rule 105.3. Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.

Rule 107.2

Official Travel of Dependents - Established Offices

(a) Subject to the conditions laid down in these rules, the United Nations shall pay, in the case of service at an established office, the travel expenses of a staff member's eligible dependents under the following circumstances:

- (i) on the initial appointment of a staff member who is considered to have been internationally recruited, under the provisions of Rule 104.7 provided the appointment is for a period of one year or longer, or is a Probationary Appointment and provided his services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his dependents commences;
- (ii) following completion by the staff member of not less than one year of continuous service, provided his services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his dependents commences;
- (iii) on change of official duty station, provided the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his dependents commences;
- (iv) on home leave, in accordance with the provisions of Rule 105.3;
- (v) on separation of a staff member from service, provided his appointment was for a period of one year or longer or he had completed not less than one year of continuous service;
- (vi) on journeys approved in connexion with the education of a staff member's child.

(b) Under sub-paragraphs (i) and (ii) of paragraph (a) above, the United Nations shall pay the travel expenses of a staff member's eligible dependents either from the place of recruitment or from the place recognised as his home for the

purposes of home leave. Should a staff member wish to bring any eligible dependents to his official duty station from any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of travel from place of recruitment or home leave.

(c) Under sub-paragraph (v) of paragraph (a) above, the United Nations shall pay the travel expenses of a staff member's eligible dependents from his official duty station to the place to which he is entitled to be returned, in accordance with the provisions of Rule 107.1.

Rule 107.3

Official Travel of Dependents - Mission Service

(a) Subject to the conditions laid down in these rules, the United Nations shall pay in the case of service with a mission, the travel expenses of a staff member's eligible dependents to and from the mission area provided that:

- (i) The staff member is detailed or transferred from an established office or has been recruited specifically for the mission from outside the area of the mission; and
 - (ii) The staff member is detailed, transferred or appointed for an anticipated continuous period of not less than one year, or the staff member's assignment after a shorter period is extended so that the total anticipated period is not less than one year; and
 - (iii) The staff member's services are expected to continue in the mission area beyond six months after the beginning date of the dependents' travel, and the dependents are expected to remain in the mission area for the major part of the staff member's assignment; and
 - (iv) The Secretary-General has decided that there are no special circumstances or local conditions which make it undesirable for the staff member to be accompanied by his dependents; and
 - (v) The staff member assumes responsibility for providing living accommodations for his dependents.
- (vi) Normally a wife and/or dependent children of a member of the Field Service shall not be authorized to travel to the mission area before the staff member concerned has completed one year of service.

(b) The provisions of paragraphs (b) and (c) of Rule 107.2 shall apply to mission service, provided that in the case of staff members detailed or transferred from an established office, travel shall normally be between the established office and the mission area.

Rule 107.4

Loss of Entitlement to Return Transportation

(a) A staff member who resigns before completing one year of service or within six months following the date of his return from home leave shall not normally be entitled to payment of return travel expenses for himself or his dependents. The Secretary-General may, however, authorize such payment if he is satisfied there are compelling reasons for so doing.

(b) Entitlement to return travel expenses shall cease if travel has not commenced within six months after the date of separation.

Rule 107.5

Eligible Dependents

(a) Dependents, for the purposes of official travel, shall be deemed to comprise a wife or dependent husband in respect of whom credits are deductible for staff assessment under Rule 103.17 and children in respect of whom a children's allowance is payable under Rule 103.19, or in respect of whom such an allowance would be payable if, under the staff regulations, the staff member concerned was not specifically excluded from entitlement. A son or daughter of more than 21 years of age may also be considered a dependent for travel purposes if totally disabled.

(b) The Secretary-General may authorize payment of the travel expenses of a child for one trip either to the staff member's duty station or to his home country beyond the age when the dependency status of the child would otherwise cease under the relevant Staff Regulations and Staff Rules, either within one year or upon completion of the child's continuous full-time attendance at a university, when the attendance at the university commenced during the period of recognised dependency status.

Rule 107,6
Authority for Travel

Before travel is undertaken it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on oral orders but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he has the proper authorization before commencing travel.

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 subsistence 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) Travel shall be by the most direct and economical route and mode of transportation unless it is established to the satisfaction of the Secretary-General that the use of an alternative route or mode of transportation is in the best interests of the United Nations. In selecting an approved route or routes for a particular journey, the Secretary-General shall have regard to such factors, in addition to basic transportation costs, as the duration of travel time involved, the cost of subsistence and other travel allowances, availability of appropriate accommodations and the frequency and reliability with which departures and arrivals are scheduled.

(b) There shall be issued from time to time lists of approved travel routes between Headquarters, other established offices, mission areas and those cities most commonly visited in the course of travel on official business and home leave. Such lists shall show, in addition to approved routes and mode of travel for specific journeys, the standards of accommodation, maximum travel time, and allowances for terminal and transit expenses as provided for under these rules.

(c) When, in accordance with the provisions of (a) above, travel by air is designated as the normally approved mode of transportation for a particular journey, staff members may be authorized to travel by surface means if, in the opinion of the Secretary-General, there are special reasons.

(d) When in accordance with the provisions of (a) above, travel by surface means is designated as the normally approved mode of transportation for a particular journey, staff members may, notwithstanding such designation, be authorized to travel by air if the exigencies of the service so require or if, in the opinion of the Secretary-General, there are special reasons for granting such authorization.

Rule 107.10

Standard of Accommodation

(a) For official travel, other than travel on home leave, accommodations shall be provided in accordance with the following general standards:

(i) when the approved travel is by air, it shall normally be by regular first-class flight, provided that, in the case of travel on official business, sleeper accommodation may be authorized, when available, if, in the opinion of the Secretary-General, the circumstances so warrant.

(ii) when approved travel is by sea, first-class accommodations with suitable facilities, or their equivalent, shall be provided.

(b) For official travel on home leave, accommodations shall be provided in accordance with the following general standards:

(i) when approved travel is by air, it shall normally be by regular first-class flights. Staff members who elect to travel on 'extra-fare' or 'de-luxe' flights shall be required to reimburse the United Nations for the extra costs incurred.

(ii) when approved travel is by sea, staff members in the level of Principal Officer and above shall normally be provided with first-class accommodations, and other staff members with cabin-class accommodations, or their respective equivalent.

(c) In the case of all official travel by train, staff members shall be provided with appropriate accommodations including, where necessary, suitable sleeper or other facilities.

(d) Dependents authorized to travel at United Nations expense shall be allowed accommodations appropriate to the staff member's status except that a child travelling in connexion with an education grant shall not be allowed accommodations in excess of cabin class or its equivalent when approved travel is by sea.

(e) The United Nations shall pay only for accommodations actually authorized and used.

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 would have been entitled had he and his eligible dependents 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 entitled dependents 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 himself.

(b) When a staff member requests a standard of accommodation in excess of his 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, he shall be required to reimburse the United Nations for any additional costs thus incurred, before the United Nations provides him with the necessary tickets.

Rule 107,13
Terminal Expenses

(a) A staff member travelling to or from Headquarters may claim \$6 for himself and \$2 for each dependant for terminal expenses for each authorized outward journey and for each authorized inward journey. Where a journey to or from New York covers a number of official stops, the point most distant from New York will be regarded as a terminal point. This terminal allowance will be deemed to cover expenditures for taxi-cabs, or other means of public conveyance, transfer of baggage and all other incidental charges at the two points except the cost of sending to residence by railway express or similar agency any authorized heavy baggage which cannot be accommodated in the public conveyance.

(b) Any necessary and reasonable terminal expenses as described in para. (a), incurred upon travel between other terminals may be claimed on the basis of actual expenditures, in an amount not exceeding \$6 for the staff member and \$2 for each dependant.

(c) At intermediate official stops, actual expenses as described in paragraph (a) may be claimed in an amount not exceeding \$6 for the staff member and \$2 for each dependant.

Rule 107,14
Expenses While in Transit

(a) Travel subsistence allowance, as provided under Rule 107,15 shall not be payable during travel by sea. A staff member authorized to travel by sea shall be entitled to a fixed amount to cover such expenditures as he will normally be obliged to incur on board ship. The amount shall be determined in advance by the Secretary-General for specified journeys, in accordance with paragraph (b) of Rule 107,9, taking into account cost of fares and the number of dependents accompanying the staff member at United Nations expense.

(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 107,5 through 107,8, 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) When a staff member is authorized to travel at United Nations expense, except during travel by sea, he shall receive an appropriate daily subsistence allowance which may vary from area to area and with salary levels, in accordance with a schedule of rates established from time to time by the Secretary-General and notified by administrative instruction or other appropriate means. Such established rates shall be subject to Rules 107,16 and 107,17.

(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 additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his 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.

(d) When dependents of a staff member are authorized to travel at United Nations expense, he shall be paid an additional travel subsistence allowance on behalf of each such dependent at the rate of \$US 10.00 a day in the case of Under-Secretaries and officials of equivalent rank and \$US 6.00 a day in the case of other staff members, provided that no such allowance shall be payable in respect of travel by sea and travel undertaken in accordance with the provisions of Rule 103.20 (Education Grant).

(e) Except for leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is in travel status on official business, travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It shall not, in any event, be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his official duty station.

(f) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one-third of the appropriate daily rate shall be paid.

(g) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connexion with travel on home leave.

Rule 107.16

Special Rates of Travel Subsistence Allowance

In the event of staff members being assigned to conferences or for other extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance.

Rule 107.17

Reduced Rates of Travel Subsistence Allowance

In the case of staff members without dependents residing with them at their official duty station, the daily rate of subsistence allowance established under Rule 107.15 shall be subject to a reduction of \$3.00 after they have received the allowance for 60 days, consecutive or otherwise, during any one absence from the official duty station.

Rule 107.18

Computation of the Travel Subsistence Allowance

(a) Except during travel by sea, subsistence allowance shall be paid, at the rates and under the conditions prescribed in Rule 107.15 for each calendar day or fraction thereof exceeding 12 hours during which a staff member or his dependents are in official travel status; provided that a full day's allowance at the appropriate rate shall be paid for the day on which travel is commenced (including return journey from home leave) and that no allowance shall be paid for the day on which travel is concluded.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

(c) If more than one rate should apply during the course of any one day, the rate applicable to the major portion of the day shall be paid for the entire day. If the traveller completes his travel on the same day as he commenced it, the rate applicable for the area of the destination shall be paid for that day. No allowance shall be paid when a traveller returns to his official duty station within 12 hours after departure.

(d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel, or airplane used by the traveller actually leaves or arrives at its regular terminal.

Rule 107.19

Miscellaneous Travel Expenses

Necessary additional expenses, incurred by a staff member in connexion with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the United Nations after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts which shall normally be required for any expenditures in excess of \$2.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (i) hire of local transportation other than that provided for under Rule 107.13;
- (ii) telephone, telegraph, radio and cable messages of official business;
- (iii) transfer of authorized baggage by railway express or other appropriate agency.
- (iv) hire of room for official use;
- (v) stenographic or typewriting services or rental of typewriters in connexion with the preparation of official reports or correspondence;
- (vi) transportation or storage of baggage or property used on official business.

Rule 107.20

Installation

(a) Subject to the conditions set forth hereunder and except for mission service, a staff member shall be paid, in respect of himself and his eligible dependants, an installation grant when he travels at United Nations expense to a new duty station on an assignment expected to be of at least one year's duration. Such payment shall be the total compensation payable by the United Nations towards the initial extraordinary living costs incurred by the staff member and his eligible dependants immediately following their arrival at the duty station.

(b) The amount of the installation grant shall be the equivalent of travel subsistence allowance pursuant to Rule 107.15 for staff members and their dependants respectively:

(i) For 30 days after arrival in the case of a staff member with eligible dependants who join him at the duty station, at the rates applicable to the staff member and to his dependants;

(ii) For 15 days after arrival in the case of other staff members, at the rates applicable to them.

(c) The Secretary-General may increase the limits provided in paragraph (b) above to a maximum of 60 days and 30 days respectively for a duty station where circumstances so warrant, and shall publish a list of such duty stations by administrative instruction or other appropriate means.

(d) If a change of official duty station represents a return to a place at which the staff member was previously stationed, the full amount of installation grant shall not be payable unless the staff member has been absent from such place for at least two years. In the case of a shorter absence the amount payable shall be that proportion of the full grant which the completed months of absence bear to two years.

- (e) Where both husband and wife are staff members travelling at United Nations expense to a duty station, the installation grant for a staff member with dependants shall apply to one of them, and the rate for dependants shall apply to the other.
- (f) Installation grant shall not be payable in connexion with education grant travel.
- (g) The Secretary-General may, in his discretion, authorize payment of all or part of the installation grant in cases where the United Nations has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under Rule 104.7.

Rule 107.21 Excess Baggage

- (a) Baggage in excess of the weight or size carried without extra charge by transportation companies shall be considered as excess baggage within the meaning of these rules.
- (b) Charges for excess baggage in accordance with entitlements as defined in paragraphs (d), (e), (f) and (g) shall be reimbursable only when authorized prior to commencement of travel.
- (c) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he obtains a statement from the company making the charge that the baggage was considered as excess.
- (d) Charges for excess baggage by air shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement. In no event shall such charges be reimbursable if incurred in connexion with travel on home leave, except as provided under paragraph (e) below.
- (e) Charges for excess baggage relating to travel on home leave may be reimbursed under the following circumstances:
- (i) in the case of authorized air travel of dependent children who are not granted a baggage allowance by the airline.
 - (ii) in the case of baggage sent by sea or rail up to a maximum of 100 pounds or 10 cubic feet per person, when staff members and dependants are authorized to travel by air.
- (f) On appointment, transfer or separation, where no entitlement to removal costs exists under rule 107.27, and on travel to or from a mission assignment, a staff member may be reimbursed expenses in transporting personal effects and household goods by land and/or sea up to a maximum, including packing of 440 pounds (or 44 cu. ft.) for the staff member and 330 pounds (or 33 cu. ft.) for the first dependant and 220 pounds (or 22 cu. ft.) for each additional dependant authorized to travel at the expense of the Organization. Reasonable costs of packing and crating of shipments within the authorized limits will be reimbursed, but storage charges, other than those incidental to the shipment of the effects, will not be reimbursed.
- (g) On appointment, transfer or separation, where entitlement to removal costs does exist under rule 107.27, a staff member may be reimbursed expenses in transporting a reasonable amount of excess baggage by land and/or sea.

Rule 107.22 Insurance

- (a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage.
- (b) Compensation may be paid in respect of losses of accompanied personal baggage (i) during travel at United Nations expense, except on home leave, or (ii) as

a direct result of special hazards in an area which the Secretary-General declares to be a special area. The maximum compensation in respect of any one incident shall be \$1,000, provided that where the loss involves the baggage of more than one person in the same family group whose travel costs have been paid for by United Nations the maximum shall be \$2,000.

(c) In the case of unaccompanied shipments authorized under rule 107.21, except on home leave, insurance coverage will be provided by the Organisation up to the value of \$1,000 for the staff member and \$2,000 for a staff member and dependants. Such insurance coverage shall not include articles of value for which special premium rates are charged. The United Nations will not be responsible for loss or breakage of unaccompanied baggage.

Rule 107.23 Travel Advances

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to a staff member or his dependents for expenses authorized under these rules. An advance of funds shall be considered reasonable if not less than \$50.00 nor more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, the staff member has earned in subsistence allowance an amount equal to the amount advanced, he may be advanced the balance of the estimated reimbursable expenditures.

Rule 107.24 Illness or Accident during Travel

The United Nations shall pay or reimburse reasonable hospital and medical expenses, insofar as these are not covered by other arrangements, which may be incurred by staff members who become ill or are injured while in travel status on official business.

Rule 107.25 Reimbursement of Travel Expenses

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these rules.

Rule 107.26 Transportation of Decedents

Upon the death of a staff member or of his recognised dependent, the United Nations shall pay the expenses of transportation of the body from his official duty station or, in the event of death having occurred whilst in travel status, from the place of death, to a place to which the staff member or his dependent was entitled to return transportation under Rule 107.1 or 107.2. These expenses shall include reasonable costs for preparation of the body.

Removal Expenses

Regulation 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Rule 107.27
Removal Costs

(a) Subject to the conditions laid down in these rules, in the case of service at an established office the United Nations shall pay expenses in connexion with the removal of an internationally recruited staff member's personal effects and household goods, under the following circumstances:

- (i) on initial appointment provided the appointment is for a period of two years or longer;
- (ii) following completion by a staff member of not less than two years of continuous service;
- (iii) on change of official duty station, provided it is known in advance that the staff member will remain at the new duty station for a period of not less than two years; if a shorter period is involved, the Secretary-General may approve reasonable storage charges in lieu of removal costs. The Secretary-General may authorize alternative arrangements in respect of the staff member's household effects, within the estimated cost of the measures applicable above.
- (iv) upon separation from service, provided the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.

(b) Under sub-paragraphs (i) and (ii) of paragraph (a) above, the United Nations shall pay the expenses of removing a staff member's household goods and personal effects either from the place of recruitment or from the place recognised as his home for purposes of home leave under Rule 105.3; provided that the goods and effects were in his possession at the time of appointment, were used by him and/or his dependents and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as he deems appropriate.

(c) Under sub-paragraph (iv) of paragraph (a) above, the United Nations shall pay the expenses of removing a staff member's household goods and personal effects from his official duty station to any one place to which he is entitled to be returned in accordance with the provisions of Rule 107.1, or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as he deems appropriate, provided the goods and effects were in the staff member's possession at the time of separation, were used by him and/or his dependents and are being transported for his own use.

(d) Payment by the United Nations of removal expenses shall be subject to the following conditions:

- (i) the maximum weight and volume for which entitlement to removal at United Nations expense exists shall be 27 measurement tons of 40 cubic feet each (1,080 cubic feet), inclusive of packing crates and lift vans, for staff members without dependants, and 45 measurement tons (1,800 cubic feet) for staff members with one or more dependants residing with them at their official duty station. A higher maximum may be set, however, in the case of a staff member with one or more dependants residing with him at his official duty station, if the staff member presents convincing evidence that his normal and necessary household effects to be removed exceed 45 measurement tons.
- (ii) storage charges, other than those directly incident to normal transportation expense, except as approved under (a) (iii) above shall not normally be allowable.
- (iii) transportation shall be by the most economical means as determined by the Secretary-General, taking into account costs of packing, crating, cartage, unpacking and uncrating;
- (iv) the cost of insurance in transit of household goods and effects (excluding any articles of value for which special rates of premium are charged) shall be reimbursed up to the value for which they are ordinarily insured by the staff member, subject to a maximum of \$15,000 valuation and to

- review and approval of the valuation by the Secretary-General. The United Nations shall in no case be responsible for loss or breakage;
- (v) privately-owned automobiles shall not be transported at United Nations expense unless, in the case of a staff member on initial appointment or on transfer to an official duty station other than Headquarters, the Secretary-General determines in advance that the automobile is essential for the performance of the staff member's official duties.
 - (e) Removal costs shall not be payable under this rule in the case of mission service.
 - (f) Where both husband and wife are staff members, and each is entitled to removal of personal effects and household goods, the maximum weight and volume that may be removed at United Nations expense for both of them shall be that provided for a staff member with dependents residing with him at his duty station.

Rule 107.28

Loss of Entitlement to Removal Expenses

- (a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses under Rule 107.27 above.
- (b) Entitlement to removal expenses under Rule 107.27 (a), (i), (ii) and (iii) shall cease when the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the household goods and effects.
- (c) Entitlement to removal expenses on separation from service shall cease if removal has not commenced within one year after the date of separation.

CHAPTER VIII

Staff Relations

Regulation 8.1: (a) A Staff Council, elected by the staff, shall be established for the purpose of ensuring continuous contact between the staff and the Secretary-General. The Council shall be entitled to make proposals to the Secretary-General for improvements in the situation of staff members, both as regards their conditions of work and their general conditions of life.

(b) The Staff Council shall be composed in such a way as to afford equitable representation to all levels of the staff.

(c) Election of the Staff Council shall take place annually under regulations drawn up by the Staff Council and agreed to by the Secretary-General.

Rule 108.1

Staff Council

(a) The Staff Council shall be consulted, through its elected officers composing the Staff Committee, on questions relating to staff welfare and administration, including policy on appointments, promotions and terminations, and on salaries and related allowances, and shall be entitled to make proposals to the Secretary-General on behalf of the staff on such questions.

(b) Except for instructions to meet emergency situations, general administrative instructions or directions on questions within the scope of paragraph (a) shall be transmitted in advance to the Staff Committee for consideration and comment before being placed in effect.

(c) The Staff Council at Headquarters shall be composed of 39 to 41 representatives elected on the basis of approximately equal electoral units. Any member of the staff shall be eligible for election to the Staff Council.

(d) Polling Officers elected by the Staff shall be responsible for dividing the Departments of the Secretariat into electoral units on the basis of the organisational chart of the Secretariat. The Staff Council shall obtain the approval of the Secretary-General for any rearrangement of electoral units. The Polling Officers shall organise annually the election of members of the Staff Council in such a way as to insure the complete secrecy and fairness of the vote.

(e) Staff members in established offices away from Headquarters may select representatives to make on their behalf proposals to the Secretary-General regarding matters covered by Regulation 8.1 (a) and Regulation 8.2.

Regulation 8.2: The Secretary-General shall establish joint administrative machinery with staff participation to advise him regarding personnel policies and general questions of staff welfare and to make to him such proposals as it may desire for amendment of the staff Regulations and Rules.

Rule 108.2
Joint Advisory Committee

(a) The joint administrative machinery provided for in Regulation 8.2 shall consist of a Joint Advisory Committee composed as follows:

(i) A Chairman selected by the Secretary-General from a list proposed by the Staff Council;

(ii) Three members and three alternates representing the Staff Council;

(iii) Two members and two alternates representing the Secretary-General.

(b) Additional representatives either of the Staff Council or of the Secretary-General may be invited from time to time to participate in the Committee's discussion of particular problems.

(c) The Secretary-General shall designate a suitably qualified staff member to act as Secretary to the Joint Advisory Committee and shall arrange for such clerical or other services as may be necessary for the Committee's proper functioning.

(d) Special joint committees to advise on special problems may be set up as the occasion arises.

(e) Instructions or directives embodying proposals made by the Joint Advisory Committee with the endorsement of the Staff Council representatives shall be regarded as having satisfied the requirements of paragraphs (a) and (b) of Rule 108.1.

CHAPTER IX

Separation from Service

Termination

Regulation 9.1 (a): The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

- (i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;
- (ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment.

No termination under sub-paragraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organisation and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

Regulation 9.1 (b): The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above, or for such other reasons as may be specified in the letter of appointment.

Regulation 9.1 (c): In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may at any time terminate the appointment, if, in his opinion, such action would be in the interest of the United Nations.

Rule 109.1

Special Advisory Board, Definition of Termination, and Abolition of Posts and Reduction of Staff

(a) Special Advisory Board

The Special Advisory Board under Staff Regulation 9.1 (a) shall be composed of a Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice and of four members appointed by the Secretary-General in agreement with the Staff Council.

(b) Definition of Termination

A termination within the meaning of the Staff Regulations is a separation initiated by the United Nations, other than retirement on pension or full compensation for age or disability, and summary dismissal for serious misconduct.

(c) Abolition of Posts and Reduction of Staff

- (i) Except as otherwise expressly provided in paragraph (b) below, if the necessities of the service require abolition of a post or reduction of the staff and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with Permanent or Regular Appointments shall be retained in preference to those on all other types of appointments, and staff members with Probationary or Indefinite Appointments; provided that due regard shall be had in all cases to relative competence, to integrity, and to length of service. Due regard shall also be had to nationality in the case of staff members with not more than five years of service and in the case of staff members who have changed their nationality within the preceding five years when the suitable posts available are subject to the principle of geographical distribution.
- (ii) (a) The provisions of paragraph (i) above insofar as they relate to locally recruited staff members shall be deemed to have been satisfied if such locally recruited staff members have received consideration for suitable posts available at their duty stations.
- (b) Staff members specifically recruited for service with a mission, or for service with an agency or office of the United Nations which enjoys a special status in matters of appointment under a Resolution of the General Assembly or as a result of an agreement entered into by the Secretary-General, such as the Technical Assistance Board, have no entitlement under this rule for consideration for posts outside the mission, agency or office for which they were recruited. Similarly, staff members specifically recruited for the United Nations Children's Fund have no entitlement under this rule for consideration for posts outside that agency.

Resignations

Regulation 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Rule 109.2

Resignation

- (a) A resignation within the meaning of the Staff Regulations, is a separation initiated by a staff member.
- (b) Unless otherwise specified in their letters of appointment, three months written notice of resignation shall be given by staff members having permanent appointments and thirty days written notice of resignation by those having temporary appointments. The Secretary-General may, however, accept resignations on shorter notice.

Notice of Termination

Regulation 9.3: (a) If the Secretary-General terminates an appointment the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in Annex III to the present regulations.

Regulation 9.3: (b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Rule 109.3
Notice of Termination

- (a) A staff member whose Permanent Appointment is to be terminated shall be given not less than three months' written notice of such termination.
- (b) A staff member whose temporary appointment is to be terminated shall be given not less than thirty days' written notice of such termination or such notice as may otherwise be stipulated in his letter of appointment.
- (c) In lieu of these notice periods the Secretary-General may authorize compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

Termination Indemnity

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

(a) Except as provided in (d) and (e) below, the following schedule shall apply to members holding permanent appointments or temporary appointments which are not for a fixed term:

Months of Base Salary or Wage		
Completed Years of Service in the Secretariat	Confirmed Permanent Appointments	Temporary Appointments which are not for a Fixed Term and Unconfirmed (Probationary) Pre- manent Appointments
0	Not applicable	nil
1	Not applicable	1
2	3	1
3	3	2
4	4	3
5	5	4
6	6	5
7	7	6
8	8	7
9 or more	9	8

(b) Except as provided in (d) and (e) below, staff members who have temporary appointments for a fixed term of over six months which are terminated prior to the expiration date specified in the letter of appointment shall be paid five days' indemnity pay for each month of uncompleted service, but not less than thirty working days' indemnity pay.

(c) Indemnity pay shall be calculated on the basis of the staff member's base salary or wages at the time of termination.

(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 for disciplinary reasons is dismissed for misconduct otherwise than by summary dismissal, provided that the Secretary-General may grant in such a case, at his discretion, a termination indemnity in any amount not exceeding the full indemnity provided under paragraphs (a), (b) or (e) of this Annex, whichever is applicable;

- A staff member who is summarily dismissed;

- A staff member who abandons his post;

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

(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.

(f) A staff member whose appointment is terminated for reasons of health shall receive the termination indemnity set out in this Annex, to the extent that the amount of the termination indemnity, when added to the annual amount of the disability benefit payable to him under the Regulations of the Joint Staff Pension Fund, does not exceed one year's salary.

Rule 109.4

Termination Indemnity

(a) Base salary or wage for the purposes of this rule shall be deemed to include the following payments, subject to staff assessment under Rule 103.17 when applicable but exclusive of any salary differential or cost of living adjustment:

(i) Base salary or wage;

(ii) Personal allowance;

(iii) Language allowance;

(iv) Non-resident's allowance.

(b) Length of service shall be deemed to comprise the total period of a staff member's full time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay but full months of any such periods exceeding one calendar month shall not be credited as service for indemnity purposes; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(c) Termination indemnity shall not be paid to any staff member who upon separation, will receive a pension or disability benefit under the Joint Staff Pension Fund Regulations, or compensation for permanent total disability under Rule 106.4.

Repatriation Grant

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants or service benefits within the maximum rates and under the conditions specified in Annex IV to the present regulations

Annex IV, paragraph 1

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate, except staff members on temporary appointments for a fixed term entitled to a service benefit. Neither repatriation grant nor service benefit shall 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 vary with the length of service with the United Nations (exclusive of periods when an expatriation allowance was received).

The maximum rates payable shall be as follows:

Years of Continuous Service away from Home Country	Staff Member with neither a Wife, Dependent Husband or Dependent Child at time of Termination (Weeks of Salary)	Staff Member with a Wife, Dependent Husband or Dependent Child at Time of Termination (Weeks of Salary)
After 2 years	4	8
" 3 "	5	10
" 4 "	6	12
" 5 "	7	14
" 6 "	8	16
" 7 "	9	18
" 8 "	10	20
" 9 "	11	22
" 10 "	12	24
" 11 "	13	26
" 12 "	14	28

The maximum grant payable under this plan shall be \$US 2,500 net for a staff member without dependents and \$ US 5,000 net for a staff member with dependents.

Rule 109.5 Repatriation Grant

Payment of repatriation grants under Regulation 9.4 and Annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

(a) "Obligation to repatriate" as used in para. 1 of Annex IV to the Staff Regulations shall mean obligation to return of a staff member and his dependents, upon separation, at the expense of the United Nations, to a place outside the country of his duty station.

(b) "Home country" as used in para. 1 of Annex IV to the Staff Regulations shall mean the country of home leave entitlement under Rule 105.3, or such other country as the Secretary-General may determine.

(c) Continuous service away from the staff member's home country shall, for the purposes of this rule, exclude service before 1 January 1951. If at any time the staff member was considered to have acquired permanent residence in the country of his duty station and subsequently changed from such status, his continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay, but full months of any such periods shall not be credited as service for the purpose of calculating the amount of the grant payable; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(d) Salary, within the meaning of Staff Regulation 9.4 and Annex IV to the Staff Regulations shall be deemed to include the following payments, subject to staff assessment under regulation 3.3 when applicable but exclusive of any salary differential or cost of living adjustment:

- (i) Base salary or wage;
- (ii) Personal allowance;
- (iii) Language allowance;
- (iv) Non-resident's allowance.

(e) Payments shall be at the rates specified in para. 1 of Annex IV to the Staff Regulations.

(f) No payments shall be made to local recruits under Rule 104.6, to a staff member who abandons his post, nor to any staff member who is residing at the time of separation in his home country while performing his official duties, provided that a staff member who, after service at a duty station outside his home country is transferred to a duty station within that country, may be paid on separation a full or partial repatriation grant at the discretion of the Secretary-General.

(g) Dependents, within the meaning of Staff Regulation 9.4, shall consist of a wife or dependent husband in respect of whom credits are deductible from staff assessment under Rule 103.17, and children in respect of whom a staff member, at the time of separation, is receiving children's allowance under Rule 103.19. The repatriation grant shall be paid at the dependency rate to staff members with dependents regardless of the place of residence of the dependents.

(h) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognised, the first parent to be separated may claim payment at dependency rates. In this event the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto; or, if eligible, at the dependency rate for the whole period of his qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(i) Loss of entitlement to payment of return travel expenses under Rule 107.4 shall not affect a staff member's eligibility for payment of the repatriation grant.

(j) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving widow, dependent widower or one or more dependent children whom the United Nations is obligated to return to their home country. If there is one such surviving dependent, payment shall be made at the single rate; if there are two or more such surviving dependents, payment shall be made at the dependency rate.

Service Benefit

Annex IV, paragraph 2

(a) If his letter of appointment so indicates, a staff member who has served at least one year on a temporary appointment for a fixed term shall receive upon separation a service benefit at the rate of 4 per cent of salary during service in his home country and at the rate of 8 per cent of salary during service outside his home country, for each year of service.

(b) Should such a staff member, without break in service, be granted a probationary or permanent appointment, or complete five years of qualifying service on temporary appointment for a fixed term, he shall lose entitlement to the service benefit.

(c) Service for calculation of the service benefit shall mean service subsequent to the entry of this provision in the letter of appointment.

Rule 109.5 (bis)
Service Benefit

Payment of service benefit under Staff Regulation 9.4 and Annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

- (a) "Home country" as used in Annex IV shall be determined on the same basis as the country of home leave entitlement under Rule 105.3.
- (b) "Service" for the purpose of service benefit, shall exclude service before 1 January 1958 and shall include completed months of service over the minimum period required for entitlement. Such service shall be counted from the effective date shown in the Letter of Appointment as the commencement date of service benefit.
- (c) "Salary" for the purpose of Annex IV to the Staff Regulations shall mean the net aggregate, after application of the Staff Assessment Plan when appropriate, of the following payments at the time of separation from the service:
 - (i) salary or wage as shown in the pertinent salary or wage schedule;
 - (ii) personal allowance under Rule 103.10;
 - (iii) language allowance;
 - (iv) non-resident's allowance.
- (d) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving widow, dependent widower or one or more dependent children.

Retirement

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years. The Secretary-General may, in the interest of the Organisation, extend this age limit in exceptional cases.

Rule 109.6
Retirement

Retirement under the provisions of the Joint Staff Pension Fund Regulations shall not be regarded as a termination within the meaning of the Staff Regulations and Rules.

Rule 109.7
Expiration of Fixed-Term Appointments

- (a) A temporary appointment for a fixed-term shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.
- (b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Rules.

Rule 109.8
Commutation of Accrued Annual Leave

- (a) If upon separation a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money equivalent to his salary or wage for the period of such accrued leave up to a maximum of sixty working days.
- (b) Salary or wage for the purposes of this rule shall be deemed to include the following payments, subject to staff assessment under Rule 103.17 when applicable, but exclusive of any salary differential or cost of living adjustment:
 - (i) Base salary or wage;
 - (ii) Personal allowance;
 - (iii) Language allowance;
 - (iv) Non-resident's allowance.

Rule 109,9
Restitution of Advance Annual and Sick Leave

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he has subsequently accrued, shall make restitution for such advance leave by means of a cash refund or an offset against monies due to him from the United Nations, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if he is satisfied there are exceptional or compelling reasons for so doing.

Rule 109,10
Last Day for Pay Purposes

(a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

- (i) upon resignation, the date shall be either the date of expiration of the notice period under Rule 109,2 or such other date as the Secretary-General accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods and for purposes not inconsistent with the provisions of Rule 109,8;
- (ii) upon expiration of a Fixed-Term appointment, the date shall be the date specified in the letter of appointment;
- (iii) upon termination, the date shall be the date provided in the notice of termination;
- (iv) upon retirement, the date shall be the date approved by the Secretary-General for retirement;
- (v) in the case of summary dismissal, the date shall be the date of dismissal.
- (vi) in the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is one or more surviving dependant among those listed under paragraph (g) of Rule 109.5. In this event, the date shall be determined in accordance with the following schedule:

Completed Years of Service in the Secretariat (as defined in Rule 109.4)	Months of Extension Beyond Date of Death
0	1
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond date of death may be made in a lump sum as soon after death as the pay accounts and related matters can be closed. Such payment shall be limited to the following, subject to staff assessment under Rule 103.17 when applicable, but exclusive of any salary differential or cost of living adjustment, and at the rates in effect on the date of death:

- (a) Base salary or wage
- (b) Personal allowance

- (c) Language allowance
- (d) Non-resident's allowance
- (e) Children's allowances.

All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under paragraphs (i), (ii) or (iii) above, or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).

Rule 109.11

Certification of Service

Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of his duties and the length of his service. On his written request, the statement shall also refer to the quality of his work and his official conduct.

CHAPTER X

Disciplinary Measures

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

He may summarily dismiss a member of the staff for serious misconduct.

Rule 110.1

Joint Disciplinary Committee

A Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at his request in disciplinary cases involving staff members serving at Headquarters; a comparable Committee shall be established in the European Office. In cases referred to it, the Committee shall advise the Secretary-General what disciplinary measures, if any, should be taken.

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 level through Second Officer level or in corresponding salary levels.
- Group III - Staff in First Officer level through Director.

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

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

(c) The members of the Joint Disciplinary Committee shall be eligible for re-appointment 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 alternates appointed by the Secretary-General may be removed by the Secretary-General; the member and the alternates 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 staff member or alternate member from the consideration of a specific case, if in his opinion such action is warranted by the relation of such member or alternate to the staff member whose case is to be considered. The Chairman may also excuse any member from the consideration of a specific case.

Rule 110.3
Disciplinary Measures

(a) 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.

(b) Except in cases of summary dismissal, no staff member serving at Headquarters 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.

(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.

Rule 110.5
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 case presented before it by any other staff member serving at Headquarters.

CHAPTER XI

Appeals

Regulation 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

Rule 111.1

Joint Appeals Board

- (a) A Joint Appeals Board is established to consider and advise the Secretary-General regarding appeals filed under the terms of Staff Regulation 11.1 by staff members serving at Headquarters.
- (b) In case of termination or other action on grounds of inefficiency or relative efficiency, the Board shall not consider the substantive question of efficiency, but only evidence that the decision has been motivated by prejudice or by some other extraneous factor.
- (c) Where its competence is in doubt, the Joint Appeals Board itself shall decide.
- (d) The Joint Appeals Board may make recommendations to the Secretary-General should it desire to change the procedures regarding appeals as set forth in these rules.

Rule 111.2

Composition of the Joint Appeals Board

- (a) The Joint Appeals Board 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 annually by ballot of the staff.
- (b) Alternates shall be selected in the same manner as the members; an alternate shall serve during the consideration of an appeal for which a member is unavailable, or disqualified under paragraph (e) below; provided that alternates to the member elected by the Staff who are available shall serve in the order in which they received votes in such election.
- (c) The members of the Joint Appeals Board shall be eligible for re-appointment 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 alternates appointed by the Secretary-General may be removed by the Secretary-General; the member and the alternates elected by the staff may be removed by a two-thirds majority vote of the Staff Council.
- (e) The Chairman of the Joint Appeals Board at the request of either party may disqualify any member or alternate member from the consideration of a specific appeal, if in his opinion such action is warranted by the relation of such member or alternate to the staff member whose appeal is to be considered. The Chairman may also excuse any member from the consideration of a specific appeal. No person who has served on the Joint Disciplinary Committee during consideration of a specific case shall serve on the Joint Appeals Board should it consider an appeal relating to the same case.

Rule 111.3
Procedures of the Joint Appeals Board

- (a) A staff member at Headquarters who, under the terms of Regulation 11.1, wishes to appeal an administrative decision, shall as a first step address a letter to the Secretary-General, requesting that the administrative decision be reviewed. Such a letter must be sent within one month from the time the staff member received notification of the decision in writing.
- (b) If the staff member wishes to make an appeal against the answer received from the Secretary-General he shall submit his appeal in writing to the Secretary of the Joint Appeals Board within two weeks from the date of receipt of the answer. If no reply has been received from the Secretary-General within two weeks of the date the letter was sent to him, the staff member shall, within the two following weeks, submit his appeal in writing to the Secretary of the Joint Appeals Board.
- (c) An appeal against the Secretary-General's decision on disciplinary action shall be addressed to the Secretary of the Joint Appeals Board within two weeks from the time the staff member received notification of the decision in writing.
- (d) An appeal shall not be receivable by the Joint Appeals Board unless the above time limits have been met, provided that the Board may waive the time limits in exceptional circumstances.
- (e) Before the Joint Appeals Board undertakes consideration of an appeal, the staff member concerned shall be notified of the composition of the Board.
- (f) A staff member may arrange to have his appeal presented to the Joint Appeals Board on his behalf by another member of the Secretariat. He may not, however, be represented before the Board by a person who is not a member of the Secretariat.
- (g) The filing of an appeal with the Joint Appeals Board shall not have the effect of suspending action on an administrative decision which is the subject of the appeal.
- (h) In considering an appeal the Joint Appeals Board shall act with the maximum of dispatch consistent with a fair review of the issues before it. Normally, proceedings before the Board 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. Such statements as the Board may authorize, having in mind the time limit specified in paragraph (k) below, shall be presented, in one of the working languages, within one week. Any additional statements shall be presented within four working days after being authorized by the Board.
- (i) The Board shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it, and to request the production of documents.
- (j) The Joint Appeals Board shall, by majority vote, adopt and submit a Report to the Secretary-General. The Report shall be considered as constituting a record of the proceedings in the appeal, and may include a summary of the matter as well as the Board's recommendation. Votes on the recommendation shall be recorded, and any Member of the Board may have his dissenting opinions included in the Report.
- (k) The Board shall submit its report to the Secretary-General within three weeks after undertaking consideration of an appeal. The Board may, however, extend this time limit in exceptional circumstances.
- (l) The final decision in the matter, taken by the Secretary-General after the Board has forwarded its Report, shall be notified to the staff member, when at the same time a copy of the Board's recommendation shall be transmitted to him. The Secretary-General's decision and a copy of the Board's recommendation shall also be transmitted to the Staff Committee, except in cases of appeals against disciplinary action.

Rule 111.4
Appeals in Offices Away from Headquarters

- (a) In the European Office a Joint Appeals Board, generally comparable to that at Headquarters, shall be established to advise the Secretary-General in the case of any appeal under Regulation 11.1 by a staff member serving in that office.
- (b) In the case of any appeal under Regulation 11.1 by a staff member serving in any other established office, the Secretary-General shall secure the advice either of the Joint Appeals Board at Headquarters or the European Office or of an appropriate ad hoc committee.

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgment upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

CHAPTER XII

General Provisions

Regulation 12.1: These regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2: The Secretary-General shall report annually to the General Assembly such Staff Rules and amendments thereto as he may make to implement these regulations.

Rule 112.1 Gender of Terms

In these rules reference to staff members in the masculine gender shall apply also to women, unless clearly inappropriate from the context.

Rule 112.2 Amendment of, and Exceptions to, Staff Rules

(a) These rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to the Staff Rules may be made by the Secretary-General provided that such exception is not inconsistent with any Staff Regulation or other decision of the General Assembly, and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of any other staff member or group of staff members.

Rule 112.3 Financial Responsibility

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of his negligence or of his having violated any regulation, rule or administrative instruction.

Rule 112.4 Liability Insurance

In accordance with Resolution 22 (1) (E) of the 31st Plenary Meeting of the General Assembly, staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons, or from damage to the property of others, caused by their cars.

Rule 112.5 Staff Member's Beneficiaries

(a) At the time of appointment each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to his credit will be paid to his nominated beneficiary or beneficiaries subject to application of the Staff Rules and of the Joint Staff Pension Fund Regulations. Such payment

shall afford the United Nations a complete release from all further liability in respect to any sum so paid.

(c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will upon his death be paid to his estate.

Rule 112.6
Service and Conduct Reports

In the Professional category and lower salary levels, the service and conduct of a staff member shall be the subject of reports made from time to time by his supervisors. Such reports, which shall be shown to the staff member, shall form a part of his permanent cumulative record.

Rule 112.7
Proprietary Rights

All rights, including title, copy right and patent rights, in any work performed by a staff member as part of his official duties, shall be vested in the United Nations.

Rule 112.8
Effective Date of Staff Rules

Except as otherwise provided by the Staff Regulations or by the provisions of specific staff rules, Rules 101.1 through 112.8 shall be effective 1 April 1958. They shall supersede all previous staff rules applicable to staff members except Technical Assistance Project Personnel, staff members specifically engaged for conferences and other short-term service, staff members specifically engaged as Dispatchers or Guides in the Visitors Service at Headquarters, and Special Internes.

FIELD SERVICE

Annual Gross Salaries - Subject to Staff Assessment

Effective 1 May 1956

	Step 1 \$	Step 2 \$	Step 3 \$	Step 4 \$	Step 5 \$	Step 6 \$	Step 7 \$	Step 8 \$	Step 9 \$
FS-1 Messenger	2,120	2,230	2,350	2,470	2,590	2,720	2,850	2,960	3,090
2 Guard	2,470	2,590	2,720	2,850	2,960	3,090	3,210	3,340	3,470
3 Radio Operator Chief Guard Mechanic	2,960	3,090	3,210	3,340	3,470	3,580	3,710	3,830	3,950
4 Radio Mechanic Chief Radio Operator	3,470	3,580	3,710	3,830	3,950	4,080	4,220	4,360	4,500
5 Junior Officer	4,260	4,460	4,670	4,870	5,080	5,290	5,500	5,710	5,920
6 Field Service Officer	5,380	5,650	5,920	6,210	6,500	6,790	7,080	7,370	7,660

Dependency Allowances:

Dependent spouse	\$200
Dependent child.	\$300
Secondary dependent	\$200

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

APPENDIX B

NEW YORK

GENERAL SERVICE CATEGORY

Annual Gross Salaries - Subject to Staff Assessment
(Figures shown in brackets represent approximate net equivalent)

Effective 1 January 1958

Level	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	(Personal ceilings)		
	I	II	III	IV	V	VI	VII	VIII	IX	X	a.	b.	c.
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Messenger . . .	2,940 (2,500)	3,080 (2,620)	3,210 (2,730)	3,350 (2,850)	3,480 (2,960)	3,620 (3,080)	3,750 (3,190)	3,890 (3,310)	- -	- -	4,010 (3,410)	4,110 (3,490)	4,170 (3,540)
Junior	3,350 (2,850)	3,480 (2,960)	3,620 (3,080)	3,750 (3,190)	3,890 (3,310)	4,020 (3,420)	4,150 (3,520)	4,280 (3,620)	4,410 (3,730)	- -	4,550 (3,840)	4,630 (3,900)	4,680 (3,940)
Intermediate . .	3,890 (3,310)	4,020 (3,420)	4,150 (3,520)	4,280 (3,620)	4,410 (3,730)	4,540 (3,830)	4,670 (3,940)	4,800 (4,040)	4,940 (4,150)	5,090 (4,270)	5,250 (4,400)	5,360 (4,490)	5,420 (4,540)
Senior	4,410 (3,730)	4,620 (3,900)	4,830 (4,060)	5,040 (4,230)	5,250 (4,400)	5,480 (4,580)	5,710 (4,770)	5,940 (4,950)	6,170 (5,130)	- -	6,400 (5,300)	6,570 (5,430)	6,690 (5,520)
Principal	5,250 (4,400)	5,550 (4,640)	5,860 (4,890)	6,170 (5,130)	6,480 (5,360)	6,790 (5,590)	7,110 (5,830)	7,420 (6,070)	7,740 (6,310)	8,060 (6,540)	8,380 (6,770)	8,640 (6,950)	8,830 (7,080)

Dependency Allowances:

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

Non-resident's Allowance: In principle, the non-resident's allowance at Headquarters shall amount to \$200 per annum after staff assessment, provided that:

- (i) In order to simplify application of the staff assessment plan, the exact net equivalent of the full allowance may be varied between \$190 and \$210 per annum, and
- (ii) 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 \$6,640.

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

APPENDIX B

HEADQUARTERS

MANUAL WORKERS

Annual gross salaries - Subject to staff assessment

Effective 1 January 1957

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
	\$	\$	\$	\$	\$
M-1 Unskilled labourer . . .	3,530	3,630	3,740	3,850	3,970
M-2 Helper	3,850	3,970	4,100	4,220	4,350
M-3 Semi-skilled	4,220	4,350	4,470	4,610	4,760
M-4 Skilled (journeyman) . .	4,680	4,830	4,980	5,120	5,270
M-5 Senior	5,120	5,270	5,420	5,570	5,710
M-6 General foreman	5,860	6,010	6,150	6,300	6,450

Dependency allowances:

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

Increments:

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

- (i) for advancement from step 1 to step 2 - 6 months
- (ii) for advancement from step 2 to step 3 - 12 months
- (iii) for advancement from step 3 to step 4 -
- and from step 4 to step 5 - 18 months

APPENDIX B

Headquarters

Conditions Governing

Overtime and Compensatory Time Off

Pursuant to Rule 103.12, additional payment or compensatory time off shall be given staff members who are required to work in excess of 40 hours during any one work week, in accordance with the following provisions:

(i) Manual workers, guards, chauffeurs and reproduction machine operators in the General Service category shall be compensated for the overtime hours worked by an additional payment at the rate of one and one-half times the aggregate of their annual salary or wage, and their personal, language and non-resident's allowances and cost of living adjustment, if any.

(ii) Other General Service staff members shall be given compensatory time off equal to the number of hours of overtime worked. Such time off shall be granted during the current or succeeding month in which the overtime is worked or within such longer period as the Secretary-General may specifically authorize for the Department, Office or Service concerned.

If time off cannot be granted without seriously hampering the operations of the unit to which the staff member is attached, he shall be compensated as provided in (i) above for the overtime hours worked.

(iii) Work required to be performed on an official holiday shall be compensated in accordance with the provisions of (i) and (ii) above, 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 overtime payment or compensatory time off shall be granted in respect of work performed on the official holiday.

(iv) Overtime payments shall be reckoned to the nearest hour and work periods of less than one-half hour shall not be considered.

Conditions Governing

Night Differential

(i) Pursuant to Rule 103.13, staff members at Headquarters shall receive, for any regular working hours between 6.00 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 personal, language and non-resident's allowances and cost of living adjustment, if any, provided that no such differential shall be paid for any part of the tour of duty that begins between 6.00 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.

APPENDIX B

Headquarters

Schedule of Pensionable Remuneration Established under Staff Rule 103.16

<u>Gross Salary</u>	<u>Pensionable Remuneration</u>	<u>Gross Salary</u>	<u>Pensionable Remuneration</u>	<u>Gross Salary</u>	<u>Pensionable Remuneration</u>
\$	\$	\$	\$	\$	\$
1,880	1,600	3,410	2,900	4,310	3,650
2,000	1,700	3,460	2,940	4,360	3,690
2,120	1,800	3,470	2,950	4,380	3,700
2,230	1,900	3,530	3,000	4,440	3,750
2,350	2,000	3,580	3,040	4,460	3,770
2,470	2,100	3,600	3,060	4,500	3,800
2,590	2,200	3,650	3,100	4,620	3,900
2,710	2,300	3,710	3,150	4,640	3,910
2,720	2,310	3,760	3,200	4,660	3,930
2,820	2,400	3,830	3,260	4,730	3,980
2,850	2,420	3,880	3,300	4,750	4,000
2,940	2,500	3,900	3,320	4,780	4,020
2,960	2,520	3,950	3,360	4,810	4,050
3,060	2,600	3,960	3,370	4,850	4,080
3,090	2,630	4,000	3,400	4,920	4,141
3,140	2,670	4,060	3,450	4,990	4,190
3,180	2,700	4,070	3,460	5,000	4,200
3,210	2,730	4,090	3,470	5,050	4,240
3,240	2,750	4,120	3,500	5,060	4,250
3,300	2,800	4,220	3,580	5,190	4,350
3,310	2,810	4,250	3,600	5,200	4,360
3,340	2,840	4,260	3,610	5,240	4,390
5,250	4,400	7,600	6,200	13,750	10,250
5,340	4,470	7,870	6,400	14,000	10,400
5,380	4,500	8,140	6,600	14,500	10,700
5,480	4,580	8,180	6,625	14,670	10,800
5,500	4,600	8,430	6,800	15,000	11,000
5,510	4,610	8,500	6,850	15,400	11,200
5,560	4,650	8,710	7,000	15,800	11,400
5,620	4,700	8,820	7,075	16,200	11,600
5,750	4,800	9,140	7,300	16,600	11,800
5,760	4,810	9,460	7,525	17,000	12,000
5,780	4,820	9,790	7,750	17,400	12,200
5,900	4,920	10,150	8,000	18,000	12,500
6,000	5,000	10,540	8,250		
6,040	5,030	10,920	8,500		
6,270	5,200	11,310	8,750		
6,300	5,230	11,690	9,000		
6,530	5,400	12,080	9,250		
6,580	5,440	12,500	9,500		
6,800	5,600	12,920	9,750		
6,860	5,650	13,000	9,800		
7,070	5,800	13,330	10,000		
7,330	6,000	13,500	10,100		

APPENDIX B

Headquarters

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 from the messenger through the senior level, shall be regarded as having been locally recruited unless:

- (a) they have been recruited from outside the area of the duty station, or
- (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 (i) above, shall cease to be so regarded from the date on which he is (a) reclassified to the Professional category, or (b) promoted to the principal level of the General Service category, or (c) 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 duty station he shall thereupon be granted entitlement to such of the allowances and benefits stipulated in Rule 104.7 to which he is otherwise entitled and he shall commence to accrue service credit for such allowances and benefits from the date on which he 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 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 of, or completion of proper application for non-immigrant status.

APPENDIX C
PROVISIONAL ARRANGEMENTS RELATING TO
MILITARY SERVICE

(a) In accordance with section 18 (a) 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 to 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 his appointment maintained as they were on the last day of service before he went on leave without pay. His 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 (b), 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 his release from military service if he wishes to be restored to active duty with the Secretariat. He 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 he 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, United Nations will pay, if so requested, for transporting the staff member's wife and dependent children to his 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 Secretary-General shall not continue his contributions 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 he deems 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 his immunity under Section 18 (a) of the Convention on Privileges and Immunities of the United Nations.

Appendix D has been issued as a separate pamphlet - ST/AFS/SGB/94/Add.1.

