

Excluded under Own Terms

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: PERSONNEL ARRANGEMENTS FOR THE SIXTH REGULAR
SESSION OF THE GENERAL ASSEMBLY

I. CATEGORIES OF STAFF

The Secretariat established to serve the Sixth Regular Session of the General Assembly shall consist of:

1. Staff members detailed from Headquarters or other Secretariat offices.
2. Locally-recruited staff members who are specifically engaged under Chapter 13 of the Staff Rules. This category shall include staff recruited within the Paris area, irrespective of nationality and their regular place of residence.
3. Non-locally recruited staff who are specifically engaged under Chapter 13 of the Staff Rules and who are recruited from outside the Paris area for posts for which well qualified candidates are not available in that area.
4. French Government Staff who are loaned by that Government.

No staff member who arrives in Paris without having been specifically authorized to do so will be permitted to join the Assembly staff or be paid travel expenses and subsistence allowance. Staff serving with missions shall travel to Paris on official business only if so directed by the Secretary-General and shall remain only for the period specified.

II. SALARIES AND ALLOWANCES

1. Detailed staff members shall be assigned to Assembly service at their current level and salary and this service shall not be a basis of eligibility for any special post allowance.
2. Detailed staff members will continue to receive any children's allowance, language allowance or non-resident's allowance for which they are eligible at their official duty station.

/3. In accordance
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3. In accordance with Chapters 2-18 and 2-19 of the Personnel Volume, Administrative Manual, the rental subsidy or rental allowance will be discontinued for staff members who will be away from Headquarters for 60 days or more, including any period of leave, and who release or sublet their housing accommodation. Before leaving the Headquarters area, each staff member shall notify the Housing Section in writing via his Executive Officer of the disposition of his accommodation.

4. The detailed staff member's salary shall continue to be paid on the normal pay days at his official duty station, either to his bank account or to such person as he may name as assignee. No salary payments will be made in Paris, but the Chemical Bank and Trust Co. will provide facilities whereby the staff member can cash cheques drawn on his bank account at the official duty station and receive payment in French francs. During periods when the bank is not in operation, the United Nations will cash such cheques, giving the staff member payment in French francs at the current rate of exchange established by the Director of Finance. The United Nations will not convert the French francs into any other currency.

5. A detailed staff member shall receive a daily (seven days per week) subsistence allowance payable in French francs in accordance with the following schedule:

Assistant Secretaries-General	\$20.00 (U.S.)
Principal Directors	15.00
Directors, Principal Officers, Senior Officers, First Officers and Second Officers	12.50
Other detailed staff	10.00

The above rates will also be paid in French francs to those staff members who are detailed to Paris during the preliminary and liquidation periods of the Assembly.

6. This subsistence allowance shall start at the beginning of the day after the staff member's arrival in Paris for official duty and shall cease at the end of the day before his departure from Paris or on his last day on official duty in Paris, whichever is applicable. These dates shall be determined by the
/Organization.

Organization. During the period of travel to and from Paris the regular travel subsistence allowance rules, as prescribed in Chapter 7-2 of the Personnel Volume, shall apply.

7. The subsistence allowance will be paid every two weeks. On arrival in Paris, the staff member may be advanced a sum equivalent to subsistence allowance for fourteen days. This advance shall be recovered from the final payment or refunded to the United Nations in cash prior to his departure from Paris. Refunds in French francs will not be accepted after the staff member's departure from Paris. The United Nations will not convert the French francs into any other currency.

8. The subsistence allowance will continue to be paid during periods of approved absence in accordance with the conditions prescribed under Part IV of this bulletin.

9. Locally-recruited and non-locally recruited staff will be paid in accordance with the following salary schedule:

<u>Levels and functions</u>	<u>Weekly salary rate (1)</u>	<u>Daily subsistence allowance rate for non-locals (1)</u>
11. Interpreters	\$175.	\$7
10. Revisers, Editor-Verbatim Reporters	\$140.	\$7
9. Translators, Precis Writers, Editors	\$105.	\$7
8. Proof-readers, Press and Radio Officers, etc.	\$ 70.	\$7
7. Conference Officers, Assistant Editors	16.800 frs.	\$4
6. Senior Clerks, Bilingual Secretaries	14.700 frs.	\$4
5. Monolingual Secretaries	13.300 frs.	\$4
4. Steno-typists, Clerks, Bilingual Typists	11.200 frs.	\$4
3. Monolingual Typists	9.450 frs.	NONE
2. Junior Clerks, Roneo Operators	8.750 frs.	NONE
1. Collators, Messengers, Labourers	7.000 frs.	NONE

(1) Payable in French francs.

10. The above salary rates are applicable to both locally and non-locally recruited staff. A separate subsistence allowance, as shown above, will be granted to non-locally recruited staff members. These salaries are not subject to the staff assessment plan.

/11. Locally

11. Locally and non-locally recruited staff will not be eligible for any other allowances, except as may be specifically provided in their terms of appointment.
12. Salaries and subsistence allowances for locally and non-locally recruited staff shall be computed and paid in French francs. For non-locally recruited staff, the United Nations shall assure the conversion, at the current rate of exchange recognized by the Director of Finance, of all or any part of the salary (but not subsistence allowance) into the currency of the country in which the staff member resides or from which he has been recruited.
13. The salary for a local recruit shall begin on the date of entrance upon duty and continue up to and including the last day of service, including the period of notice for termination. The salary for a non-locally recruited staff member shall begin on the day the staff member begins travel to Paris and, except in cases of resignation and summary dismissal, shall continue up to and including the day on which he is expected to arrive at the place to which he is entitled to be returned. In case of resignation or summary dismissal, salary shall continue up to and including the last day of actual service.
14. Salaries for locally and non-locally recruited staff shall be paid every two weeks. The staff member shall be personally responsible to his national government for the payment of any taxation which may be levied on his salary and shall receive no refund from the United Nations.

III. HOURS OF WORK

1. The normal work week shall be 48 hours, consisting of six days of eight hours each, excluding meal periods. Should the conditions of work permit, supervisors may grant free time on Saturdays, not chargeable to annual leave.
2. Detailed staff members who are required to work in excess of the hours of their normal work week will not be given any additional payment or compensatory time off, except that when such overtime work is performed on Sunday or a French official holiday, compensatory time off may be granted as soon as conditions of work permit but in any event before the staff member's final authorized day of Assembly service in Paris.
3. A locally or non-locally recruited staff member in levels 1 to 7 inclusive (see paragraph II-9) who is assigned to the shift comprising the regular office hours and who has completed a normal work week of forty-eight hours shall receive additional payment at the rate of one and one-half times his base salary for each 1/4 full hour

full hour of overtime worked (excluding meal periods) at the request of his supervisor. However, units of less than one hour in a day will not be counted.

4. A locally or non-locally recruited staff member in levels 1 to 7 inclusive who is assigned to a shift other than that specified above shall receive additional payment at the rate of one and one-half times his base salary for each full hour of work that he is required by his supervisor to perform in excess of forty-eight hours per week, excluding meal periods.

5. All staff members shall receive a night differential of 10 per cent of base salary for work during the prescribed hours on a regularly scheduled night shift. This differential shall not be paid for the same work for which overtime payment or compensatory time off is allowed.

6. All locally or non-locally recruited staff who are required by their supervisors to work on Sunday or a French official holiday shall receive additional payment at the rate of one and one-half times their base salary for each full hour of such work.

7. When computing night differential or overtime pay for locally and non-locally recruited staff, the local base salary rate shall be used.

IV. LEAVE

1. Detailed staff members shall accrue and accumulate annual and sick leave in accordance with Chapter 5 of the Personnel Volume.

2. Locally and non-locally recruited staff shall not accrue any annual leave. They will, however, accrue sick leave at the rate of one and one-half days for each completed month of service in pay status.

3. The subsistence allowance shall continue to be paid during any periods in which the staff member is not required to work, during periods of sick leave, and during annual leave of less than one working day; it shall not be paid during periods of annual leave lasting one day or more.

V. TRAVEL EXPENSES AND TRANSPORTATION ARRANGEMENTS

1. Detailed staff and non-locally recruited staff members who are authorized to travel to and from Paris shall be subject to the travel rules and conditions in Chapter 7 of the Personnel Volume.

2. In accordance with Chapter 7-9 of the Personnel Volume, a travel subsistence allowance shall be paid en route. The subsistence allowance prescribed in Part II, paragraph 7 of this Bulletin shall be paid while the staff member is in Paris.

VI. SEPARATION

VI. SEPARATION ARRANGEMENTS

1. Any detailed staff member who resigns or is terminated during Assembly service is subject to the rules and conditions in Chapter 6 of the Personnel Volume.
2. Locally and non-locally recruited staff members may be terminated at any time with one week of notice, but without any termination indemnity. In case of serious misconduct such staff members may be summarily dismissed.
3. Non-locally recruited staff who have travelled at United Nations expense to Paris and who resign, or abandon their posts, shall not normally be entitled to payment of return travel expenses.

VII. COMPENSATION FOR DEATH, INJURY OR OTHER DISABILITY ATTRIBUTABLE TO SERVICE

All detailed staff working in Paris shall be subject to the provisions of Chapter 11-6 of the Personnel Volume in case of death, injury or illness attributable to service. All other staff shall, in such cases, receive compensation fixed in accordance with local practice.

VIII. FRENCH GOVERNMENT STAFF

1. The French Government staff shall continue under the terms of employment of the French Government and shall be paid by that Government. However, during the period of their service, they shall report administratively to the United Nations and shall comply with the United Nations rules governing similar categories of Assembly staff.
2. If loaned to the United Nations for a consecutive period of one week or more, these staff members will be eligible to receive from the United Nations a daily bonus in accordance with the special schedule which will be established for this purpose. The bonus shall be paid in French francs in a lump sum at the end of the assignment, upon certification of satisfactory service by the appropriate United Nations supervisory official.

By direction of the Secretary-General

(Signed) Byron Price
BYRON PRICE

Assistant Secretary-General
Administrative and Financial Services