

GENERAL
ST/SGB/Staff Rules/1/Rev.1/Amend.10
10 January 1969

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: STAFF RULES

1. Staff regulation 3.2 and paragraphs 1, 3, 4 and 5 of annex I to the Staff Regulations have been revised to incorporate the text, effective 1 January 1969, decided by the General Assembly in resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968.

2. Rule 103.20, Education grant, is amended to take into account the changes in conditions for the grant approved by the General Assembly in resolution 2481 A (XXIII). The new maximum for the grant will apply to school years beginning after 31 August 1968.

3. Rule 110.1, Joint Disciplinary Committee, is amended to refer to the United Nations Office at Geneva by its present official designation.

4. Rule 110.3, Disciplinary Measures, is amended by the insertion of the words "or at the United Nations Office at Geneva" in paragraph (b) of the rule after the word "Headquarters" and by the reversal of the order of paragraphs (a) and (b) of the rule.

5. Rule 110.5, Joint Disciplinary Committee Procedure, is amended by the promulgation of a new text for paragraph (b) of the rule.

6. Rule 111.3, Procedures of the Joint Appeals Board, is amended by the deletion of the words "at Headquarters" from its paragraph (a) and by doubling the time limits in its paragraphs (b) and (c).

7. Rule 111.4, Appeals in Offices Away from Headquarters, is amended by the substitution of a new text for its paragraphs (a) and (b) and by the addition of a new paragraph (c) with regard to the observation by staff members serving at offices away from Headquarters or Geneva of the time limits specified in paragraphs (b) and (c) of rule 111.3.

8. The salary scales for the Field Service and for General Service and Security Service staff at Headquarters published in appendix B are hereby amended.

9. New pages iii, 1-10, 13-16 and 51-58a, including the text of the rules as amended by this bulletin, are transmitted herewith for insertion in the Staff Rules.

10. The amendments in paragraphs 2 to 8 above shall take effect from 1 January 1969.

A handwritten signature in dark ink, appearing to read 'U Thant', with a horizontal line drawn underneath it.

U THANT
Secretary-General

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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, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967 and resolution 2481 (XXIII) and resolution 2485 (XXIII), both of 21 December 1968.

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. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.
- (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 Organization 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 specialized agency or other inter-governmental organization, 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
(Cancelled)

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 Organization. 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 im-

munities 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 Organization".

Regulation 1.10: The oath or declaration shall be made orally by the Secretary-General, by Under-Secretaries-General and by Assistant Secretaries-General 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.

*Administration of the United Nations Development Programme,
Under-Secretaries-General and Assistant Secretaries-General*

Annex 1, paragraph 1, Salary and allowances

The Administrator of the United Nations Development Programme, having a status equivalent to that of the executive head of a major specialized agency, shall receive a salary of \$US43,000 per year, Under-Secretary-General shall receive a salary of \$US36,850 per year and an Assistant Secretary-General shall receive a salary of

\$US32,950 per year, subject to the Staff Assessment Plan provided in Staff Regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances which are available to staff members generally.

Annex I, paragraph 2, Additional payments

The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Under-Secretaries-General and Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interest of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the annual budget by the General Assembly.

Directors, Principal Officers and Professional Category

Annex I, paragraph 3, Salary scales

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):

(In US dollars)

PRINCIPAL OFFICER AND DIRECTOR CATEGORY

Director \$26,410 by two increments of \$700 and one of \$710 to \$28,520

Principal Officer . . . \$21,960 by increments of \$710 to \$23,380, and then by increments of \$720 to \$26,260

PROFESSIONAL CATEGORY

Senior Officer \$19,120 by increments of \$540 to \$21,280, and then by increments of \$550 to \$24,030

First Officer \$15,260 by increments of \$470 to \$17,610, and then by increments of \$480 to \$20,490

Second Officer \$12,380 by increments of \$400 to \$17,180

Associate Officer . . . \$9,940 by increments of \$340 to \$12,660 and then by increments of \$350 to \$13,360

Assistant Officer . . . \$7,600 by increments of \$310 to \$10,390

Annex I, paragraph 4, Salary increments

Subject to satisfactory service, salary increments within the levels set forth in paragraph 4 of the present annex shall be awarded annually, except that any increment above step IV of the Principal Officer level shall be preceded by two years at the previous step.

Annex I, paragraph 5, Additional payments

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

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 B (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.

Language allowance

Annex I, paragraph 8

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

Rule 103.6

Language Allowance

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

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

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

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

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

Post adjustment

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 and 3 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. 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

Post Adjustment

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

- (b) (i) The rate of post adjustment shown on the schedules for staff members with dependants shall apply to a staff member if his spouse is recognized as a dependant under Rule 103.24 or if it is recognized that the staff member provides substantial and continuing support of one or more of his children.
- (ii) Where both husband and wife are staff members in the Professional category or above and they have a dependent child, the higher rate of post adjustment shall be paid only to the spouse having the higher salary level.
- (iii) The higher rate of post adjustment shall be paid in accordance with the above provisions regardless of where the dependants reside.
- (c) The Secretary-General shall establish from time to time the class in the post adjustment system in which each duty station is to be placed and shall publish the classification by administrative instruction or other appropriate means.
- (d) The Secretary-General shall establish a schedule of post adjustments for any duty station which, by reason of cost of living, standard of living and related factors, cannot be appropriately placed within the schedules referred to in paragraph (a) above.
- (e) While the salary of a staff member is normally subject to the post adjustment of his duty station during assignments for one year or more, alternative arrangements may be made by the Secretary-General under the following circumstances:
 - (i) A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he has been serving may continue to receive for a reasonable period the post adjustment applicable to the latter while the members of his immediate family (spouse and children) remain at that duty station.
 - (ii) When a staff member is assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to apply the post adjustment applicable to the duty station and, if appropriate, to pay installation grant under Rule 107.20 and assignment allowance under Rule 103.22, or, in lieu of the above, to authorize appropriate subsistence payments.
 - (iii) When the Secretary-General designates an assignment as a special mission assignment under Rule 103.21 (a), with provision for mission subsistence allowance, the post adjustment for the mission area will not be applicable.

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.

Effective 1 January 1969

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

Level		Step												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
U-S-G	D	996												
	S	664												
A-S-G	D	912												
	S	608												
D-2	D	753	771	786	804									
	S	502	514	524	536									
D-1	D	678	690	705	717	729	741	753						
	S	452	460	470	478	486	494	502						
P-5	D	612	624	639	651	663	675	690	702	717	729			
	S	408	416	426	434	442	450	460	468	478	486			
P-4	D	510	525	537	549	561	576	588	600	612	627	639	651	
	S	340	350	358	366	374	384	392	400	408	418	426	434	
P-3	D	426	438	450	462	474	486	498	510	522	537	549	561	573
	S	284	292	300	308	316	324	332	340	348	358	366	374	382
P-2	D	351	363	375	384	396	405	414	426	438	447	456		
	S	234	242	250	256	264	270	276	284	292	298	304		
P-1	D	276	285	294	306	315	327	336	348	357	366			
	S	184	190	196	204	210	218	224	232	238	244			

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

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

a/ For each 5 per cent by which the cost of living in any area is above the base level, the above amounts of post adjustment shall be added to base salaries of staff members serving in the area concerned.

SCHEDULE OF POST ADJUSTMENTS (deductions)^{b/}

(In US dollars)

Effective 1 January 1969

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

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
U-S-G D and S	664												
A S-G D and S	608												
D-2 D and S	502	514	524	536									
D-1 D and S	452	460	470	478	486	494	502						
P-5 D and S	408	416	426	434	442	450	460	468	478	486			
P-4 D and S	340	350	358	366	374	384	392	400	408	418	426	434	
P-3 D and S	284	292	300	308	316	324	332	340	348	358	366	374	382
P-2 D and S	234	242	250	256	264	270	276	284	292	298	304		
P-1 D and S	184	190	196	204	210	218	224	232	238	244			

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

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

^{b/} For each 5 per cent by which the cost of living in any area is below the base level, the above amounts of post adjustment shall be deducted from base salaries of staff members serving in the area concerned.

(b) In the case of staff subject to annex I, paragraph 9, of the Staff Regulations, for each complete 5 per cent by which the weighted average of the post-adjustment classifications of the headquarters and regional offices of the member organizations of the United Nations Joint Staff Pension Fund varies from the weighted average as of 1 January 1966, the pensionable remuneration established under paragraph (a) above shall be increased or decreased, as the case may be, by a corresponding 5 per cent; for this purpose the weighted average shall be calculated as of March and September of each year and any consequent variation shall take effect from the following 1 July or 1 January respectively.

Rule 103.17

(Cancelled)

Education grant

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 \$1,000 per scholastic year for each 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 such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff engaged at locality rates.

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

Total assessable payments (US dollars)	Assessment (per cent)
First \$1,000 per year	5
Next \$1,000 per year	10
Next \$1,000 per year	15
Next \$1,000 per year	20
Next \$6,000 per year	25
Next \$6,000 per year	30
Next \$8,000 per year	35
Next \$8,000 per year	40
Next \$8,000 per year	45
Remaining assessable payments	50

The resulting net salary may be rounded to the nearest \$10. In the case of staff whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment rates apply shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff concerned are approved.

(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) The assessment computed under the foregoing provisions of the present Regulation 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) 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 the present Regulation 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) Staff members whose salary rates are set forth in paragraphs 1 and 4 of annex I to these regulations shall be entitled to receive dependency allowances as follows:

- (i) At \$400 per year for a dependent wife or dependent husband and \$300 per year for each dependent child; or
- (ii) Where there is no dependent spouse, a single annual allowance of \$200 per year 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) 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 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 only 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.

(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 authorized by the Secretary-General.

Rule 103.19

(Cancelled)

Rule 103.20

Education Grant

Definitions

(a) For the purposes of this rule:

- (i) "Child" means a child in respect of whom a dependency allowance is payable under Rules 103.23 (b) and 103.24 (b).
- (ii) "Home Country" means the country of home leave of the staff member under Rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent.
- (iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

(b) A staff member, who is regarded as an international recruit under Rule 104.7, and whose duty station is outside his home country, shall be entitled to an education grant in respect of each dependent child in full-time attendance at a school, university or similar educational institution. 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. The grant shall not, however, be payable in respect of:

- (i) Attendance at a kindergarten or nursery school at the pre-primary level;
 - (ii) Attendance at a free school or one charging only nominal fees at the duty station;
 - (iii) Attendance at a university or similar educational institution at the duty station;
 - (iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;
 - (v) Private tuition, except tuition of a language of the home country at duty stations where satisfactory school facilities for learning that language are not available; or
 - (vi) Vocational training or apprenticeship which either does not involve full-time schooling or in which the child receives payment for services rendered.
- (c) The grant shall be payable up to the end of the school year in which the child reaches the age of 21 years. If the child's education is interrupted for at least one year by national service or by illness, the period of eligibility shall be extended by the period of interruption.

Amount of the Grant

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

- (i) Where the institution provides board for the child, 75 per cent of the cost of attendance and board up to a maximum grant of \$1,000 a year;
 - (ii) Where the institution does not provide board, \$500 plus 75 per cent of the cost of attendance up to a maximum grant of \$1,000 a year.
- (e) In the case of attendance at an educational institution at the duty station, except as in (b) (iii) above, the amount of the grant shall be 75 per cent of the cost of attendance up to a maximum grant of \$1,000 a year.
- (f) Where attendance is for less than two-thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.
- (g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

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 United Nations Office at Geneva. 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) Except in cases of summary dismissal, no staff member serving at Headquarters or at the United Nations Office at Geneva shall be subject to disciplinary measures until the matter has been referred for advice to the Joint Disciplinary Committee; provided that referral to the Joint Disciplinary Committee may be waived by mutual agreement of the staff member concerned and the Secretary-General.

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

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

Rule 110,4
Suspension Pending Investigation

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

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. Similar provision shall be made for presentation of cases before the Joint Disciplinary Committee at the United Nations Office at Geneva by staff members serving there.

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 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 one month from the date of receipt of the answer. If no reply has been received from the Secretary-General within one month of the date the letter was sent to him, the staff member shall, within the following month, 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 one month 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) A Joint Appeals Board, generally comparable to that at Headquarters, shall be established in the United Nations Office at Geneva to advise the Secretary-General in the case of any appeal under Regulation 11.1 by a staff member serving in that office. Appeals submitted by such staff members in accordance with paragraphs (b) and (c) of Rule 111.3 shall be addressed to the Secretary of the Joint Appeals Board at Geneva.

(b) In the case of any appeal under Regulation 11.1 by a staff member serving in any other office away from Headquarters, the Secretary-General shall secure the advice either of the Joint Appeals Board at Headquarters or Geneva or of an appropriate *ad hoc* body. Appeals submitted by such staff members in accordance with paragraphs (b) and (c) of Rule 111.3 shall be addressed to the Secretary of the Joint Appeals Board at Headquarters.

(c) Staff members serving away from Headquarters or the United Nations Office at Geneva may meet the time limits specified in paragraphs (a), (b) and (c) of Rule 111.3 by delivering the letter addressed to the Secretary-General and the appeal addressed to the Secretary of the Joint Appeals Board at Headquarters within the respective specified periods to an office of the United Nations for transmission to Headquarters.

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, copyright 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.

APPENDIX A
SALARY SCALES FOR PROFESSIONAL AND HIGHER CATEGORIES
showing annual gross and the net equivalent after application of staff assessment
(in US dollars)

Effective 1 January 1969

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
Gross.....	36,850												
Net.....	24,867.50												
Assistant Secretary-General													
Gross.....	32,950												
Net.....	22,722.50												
Director (D-2)													
Gross.....	26,410	27,110	27,810	28,520									
Net.....	18,846	19,266	19,686	20,112									
Principal Officer (D-1)													
Gross.....	21,960	22,670	23,380	24,100	24,820	25,540	26,260						
Net.....	16,074	16,535.50	16,997	17,460	17,892	18,324	18,756						
Senior Officer (P-5)													
Gross.....	19,120	19,660	20,200	20,740	21,280	21,830	22,380	22,930	23,480	24,030			
Net.....	14,228	14,579	14,930	15,281	15,632	15,989.50	16,347	16,704.50	17,062	17,418			
First Officer (P-4)													
Gross.....	15,260	15,730	16,200	16,670	17,140	17,610	18,090	18,570	19,050	19,530	20,010	20,490	
Net.....	11,682	12,011	12,330	12,635.50	12,941	13,246.50	13,558.50	13,870.50	14,182.50	14,494.50	14,806.50	15,118.50	
Second Officer (P-3)													
Gross.....	12,380	12,780	13,180	13,580	13,980	14,380	14,780	15,180	15,580	15,980	16,380	16,780	17,180
Net.....	9,666	9,946	10,226	10,506	10,786	11,066	11,346	11,626	11,906	12,186	12,447	12,707	12,967
Associate Officer (P-2)													
Gross.....	9,940	10,280	10,620	10,960	11,300	11,640	11,980	12,320	12,660	13,010	13,360		
Net.....	7,955	8,196	8,434	8,672	8,910	9,148	9,386	9,624	9,862	10,107	10,352		
Assistant Officer (P-1)													
Gross.....	7,600	7,910	8,220	8,530	8,840	9,150	9,460	9,770	10,080	10,390			
Net.....	6,200	6,432.50	6,665	6,897.50	7,130	7,362.50	7,595	7,827.50	8,056	8,273			

APPENDIX B

SALARIES AND ALLOWANCES FOR OTHER CATEGORIES

Salary scales for Field Service category

showing annual gross and net after application of staff assessment

(in US dollars)

Effective 1 January 1969

Level and type of post		Step									
		I	II	III	IV	V	VI	VII	VIII	IX	X
FS-7	Principal Field Service										
	Officer II	(Gross)	12,120.00	12,510.00	12,900.00	13,290.00	13,680.00	14,070.00	14,460.00	14,850.00	15,240.00
		(Net)	9,484.00	9,757.00	10,030.00	10,303.00	10,576.00	10,849.00	11,122.00	11,395.00	11,668.00
FS-6	Principal Field Service										
	Officer I	(Gross)	9,480.00	9,800.00	10,130.00	10,460.00	10,800.00	11,140.00	11,480.00	11,820.00	12,170.00
		(Net)	7,610.00	7,850.00	8,091.00	8,322.00	8,560.00	8,798.00	9,036.00	9,274.00	9,519.00
FS-5	Senior Field Service										
	Officer	(Gross)	7,680.00	7,940.00	8,200.00	8,460.00	8,720.00	8,990.00	9,260.00	9,530.00	9,800.00
		(Net)	6,260.00	6,455.00	6,650.00	6,845.00	7,040.00	7,242.50	7,445.00	7,647.50	7,850.00
FS-4	Intermediate Field Service										
	Officer	(Gross)	6,390.00	6,600.00	6,810.00	7,020.00	7,230.00	7,440.00	7,650.00	7,860.00	8,070.00
		(Net)	5,292.50	5,450.00	5,607.50	5,765.00	5,922.50	6,080.00	6,237.50	6,395.00	6,552.50
FS-3	Junior Field Service										
	Officer	(Gross)	5,470.00	5,660.00	5,850.00	6,040.00	6,230.00	6,430.00	6,630.00	6,830.00	7,030.00
		(Net)	4,602.50	4,745.00	4,887.50	5,030.00	5,172.50	5,322.50	5,472.50	5,622.50	5,772.50
FS-2	Security Officer	(Gross)	4,740.00	4,910.00	5,080.00	5,250.00	5,420.00	5,590.00	5,770.00	5,950.00	6,130.00
		(Net)	4,055.00	4,182.50	4,310.00	4,437.50	4,565.00	4,692.50	4,827.50	4,962.50	5,097.50
FS-1	Messenger	(Gross)	4,230.00	4,390.00	4,560.00	4,730.00	4,900.00	5,070.00	5,240.00	5,410.00	5,580.00
		(Net)	3,672.50	3,792.50	3,920.00	4,047.50	4,175.00	4,302.50	4,430.00	4,557.50	4,685.00

Dependency allowances:

	\$
Dependent spouse	400
Dependent child	300
Secondary dependant	200

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service, except that increments to FS-7, step V and above, shall be awarded after a waiting period of two years.

Language allowance: \$224 per annum, net (to be included in pensionable remuneration).

APPENDIX B (continued)

HEADQUARTERS

Salary scales for General Service Category

showing annual gross and net after application of staff assessment

(in US dollars)

Effective 1 January 1969

Level	Type of post		Step									
			I	II	III	IV	V	VI	VII	VIII	IX	X
G-5	Principal.....	(Gross).....	7,780.00	8,200.00	8,610.00	9,030.00	9,450.00	9,870.00	10,280.00	10,690.00	11,100.00	11,510.00
		(Net).....	6,335.00	6,650.00	6,957.50	7,272.50	7,587.50	7,902.50	8,196.00	8,483.00	8,770.00	9,057.00
G-4	Senior.....	(Gross).....	6,570.00	6,870.00	7,170.00	7,470.00	7,780.00	8,090.00	8,400.00	8,710.00	9,020.00	
		(Net).....	5,427.50	5,652.50	5,877.50	6,102.50	6,335.00	6,567.50	6,800.00	7,032.50	7,265.00	
G-3	Intermediate.....	(Gross).....	5,810.00	5,990.00	6,170.00	6,370.00	6,570.00	6,760.00	6,960.00	7,160.00	7,360.00	7,560.00
		(Net).....	4,857.50	4,992.50	5,127.50	5,277.50	5,427.50	5,570.00	5,720.00	5,870.00	6,020.00	6,170.00
G-2	Junior.....	(Gross).....	5,060.00	5,250.00	5,430.00	5,620.00	5,810.00	5,990.00	6,180.00	6,370.00	6,570.00	
		(Net).....	4,295.00	4,437.50	4,572.50	4,715.00	4,857.50	4,992.50	5,135.00	5,277.50	5,427.50	
G-1	Messenger.....	(Gross).....	4,420.00	4,610.00	4,800.00	5,000.00	5,200.00	5,400.00	5,600.00	5,800.00		
		(Net).....	3,815.00	3,957.50	4,100.00	4,250.00	4,400.00	4,550.00	4,700.00	4,850.00		

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 annually on the basis of satisfactory service.

Non-resident's allowance: \$200 per annum, net (to be included in pensionable remuneration). In no case shall the amount of the non-resident's allowance, when added to the staff member's salary (exclusive of language allowance, if any), bring the total to more than \$7,750 after staff assessment.

Language allowance: \$224 per annum, net (to be included in pensionable remuneration).

APPENDIX B (continued)

HEADQUARTERS

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

Effective 1 January 1969

Level	Type of post	Step											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
S-5	Principal Security Officer												
	Gross	9,270.00	9,640.00	10,010.00	10,380.00	10,750.00	11,130.00	11,520.00	11,930.00				
	Net	7,452.50	7,730.00	8,007.00	8,266.00	8,525.00	8,791.00	9,064.00	9,351.00				
S-4	Senior Security Officer												
	Gross	7,940.00	8,210.00	8,470.00	8,740.00	9,010.00	9,290.00	9,590.00	9,890.00				
	Net	6,455.00	6,657.50	6,852.50	7,055.00	7,257.50	7,467.50	7,692.50	7,917.50				
S-3	Special Security Officer												
	Gross	7,190.00	7,420.00	7,640.00	7,870.00	8,100.00	8,340.00	8,570.00	8,810.00	9,060.00	9,330.00		
	Net	5,892.50	6,065.00	6,230.00	6,402.50	6,575.00	6,755.00	6,927.50	7,107.50	7,295.00	7,497.50		
S-2	Security Officer												
	Gross	6,350.00	6,530.00	6,710.00	6,890.00	7,080.00	7,270.00	7,460.00	7,650.00	7,840.00	8,040.00	8,260.00	8,490.00
	Net	5,262.50	5,397.50	5,532.50	5,667.50	5,810.00	5,952.50	6,095.00	6,237.50	6,380.00	6,530.00	6,695.00	6,867.50
S-1	Probationary Security Officer												
	Gross	6,000.00	6,150.00										
	Net	5,000.00	5,112.50										

Dependency allowances:

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

Increments: Salary increments within the levels shall be awarded annually, on the basis of satisfactory service, except that increments to level S-5 step VII and above shall be awarded after a waiting period of two years.

Language allowance: \$224 per annum, net (to be included in pensionable remuneration).

