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**UNITED NATIONS**

# **STAFF RULES**

**RULES 301.1 TO 312.6 GOVERNING CONFERENCE  
AND OTHER SHORT-TERM SERVICE**

**SECRETARY-GENERAL'S BULLETIN**

New York, 1953

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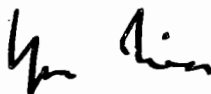
SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: STAFF RULES APPLICABLE TO SHORT-TERM  
APPOINTMENT AT HEADQUARTERS

Staff Rules 301.1 through 312.6 are hereby issued with effect from 1 July 1953. These rules apply to staff members specifically engaged for conferences and other short-term service on short-term appointment at Headquarters. These rules will supersede the staff rules in force before that time applicable to short-term appointment at Headquarters.

By direction of the Secretary-General



BYRON PRICE  
Assistant Secretary-General  
Administrative and Financial Services

## **Note on the Staff Rules Governing Short-Term Appointment at Headquarters**

The staff rules governing short-term appointment (rules 301.1 through 312.6) are to be read in conjunction with the Staff Regulations of the United Nations.

The Staff Regulations are enacted by the General Assembly. They embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat.

The Secretary-General, as the Chief Administrative Officer, provides and enforces such Staff Rules, consistent with the principles expressed in the Staff Regulations, as he considers necessary.

Rules 301.1 through 312.6 are numbered to show their relationship with the Articles of the Staff Regulations. Thus rule 301.3 deals with a subject covered by Chapter I of the Regulations; rule 306.2 deals with a subject covered by Chapter VI of the Regulations; and rule 312.1 deals with a subject covered by Chapter XII of the Regulations.

## Rules Governing Short-Term Appointments

### Rule 301.1 Applicability

Staff rules 301.1 through 312.6 are applicable to staff members specifically engaged on short-term appointment for conference and other short-term service at Headquarters, normally for a period not exceeding six months.

### Rule 301.2 Hours of Work

(a) Normal working hours 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) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

### Rule 301.3 Official Holidays

(a) Official holidays 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) Staff on short-term appointment who are nationals of any country which observes a national day may be excused from work on that day.

### Rule 301.4 Outside Activities and Interests

(a) 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.

(b) 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.

Rule 301.5  
Expenses, Tokens and Courtesies

Staff Regulation 1.6 shall not preclude staff members from:

- (a) accepting reimbursement of actual travelling and subsistence expenses for participating in film, theater, radio or television productions, or for lecture or speaking engagements;
- (b) accepting tokens of a commemorative or honorary character in recognition of important achievement in work related to the United Nations such as commemorative scrolls, trophies or other like articles;
- (c) accepting courtesies which constitute a part of normal social relations.

Rule 303.1  
Salaries

(a) The Secretary-General shall set the salary rates for staff members on short-term appointment, and these rates, which shall distinguish between locally recruited and non-locally recruited staff, shall be published in Appendix A.

(b) Salaries shall normally be subject to the staff assessment plan under rule 303.4.

(c) The rates set for locally recruited staff shall be used as a basis for calculating any overtime payment or any night differential payment under rule 303.2, unless an alternative rate is specified in the letter of appointment.

Rule 303.2  
Overtime, Compensatory Time Off and Night Differential

Any conditions for the granting of compensatory time off or for the payment of overtime or night differential are set out in Appendix B.

Rule 303.3  
Retroactivity of Payments

A staff member who has not received any payment to which he is entitled shall not receive such payment unless he makes claim in writing within one year from the date on which he would have been entitled to the payment.

Rule 303.4  
Staff Assessment

(a) In accordance with General Assembly Resolution 359 (IV), the following payments made to persons on short-term appointment shall be subject to an assessment at the rates and under the conditions specified in this rule:

- (i) salaries and wages,
  - (ii) overtime compensation,
  - (iii) night differential,
  - (iv) compensation based on assessable salary under rule 306.3.
- (b) The assessment shall be calculated in accordance with the following rates

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

(c) Each payment made to persons on short-term appointment shall be subject to the rate of assessment applicable on an annual basis.

(d) No part of assessment collected shall be refunded to a person on short-term appointment separated during the calendar year.

(e) Credits shall be deductible from the assessment under (b) at the rates and under the conditions specified below:

- (i) a maximum annual credit of \$200 for either a wife, or a dependent husband, or a dependent child;
- (ii) a maximum credit of \$100 for either a dependent parent, brother, sister, or incapacitated child over 16 years of age;
- (iii) a credit shall not be granted under both (i) and (ii);
- (iv) if both husband and wife are employed by United Nations, the husband shall be allowed a credit under (i) and the wife may only claim a credit under (ii);
- (v) credits shall be claimed in writing and supported by evidence satisfactory to the Secretary-General, including the person's certification that a person in respect of whom a credit is claimed is dependent upon him for main and continuing support;
- (vi) in the year in which the circumstances giving rise to the claim first occur, the credit shall be limited to the appropriate portion of that year.

### Rule 303.5 Deductions and Contributions

(a) Staff assessment, at the rates and subject to the conditions prescribed in rule 303.4, shall be deducted each pay period from the total payments due to each staff member on short-term appointment.

(b) The Secretary-General may make deductions from salaries from other payments due from the United Nations for indebtedness to the United Nations or for indebtedness to third parties, or for contributions for which provision is made under these rules.

Rule 303.6  
Children's Allowance

Staff members on short-term appointment shall not be eligible for children's allowance.

Rule 304.1  
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 304.2  
Effective Date of Appointment

The appointment of a staff member on short-term appointment shall take effect from the date on which he starts to perform his duties; provided that this date may be adjusted in the case of a non-locally recruited staff member to include all or part of the period spent in travel by a route and mode of transportation approved in his case by the Secretary-General.

Rule 304.3  
Notification by Staff Members

Staff members on short-term appointment shall be responsible 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 connection with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status and designation of beneficiary, and concerning any financial interest he may hold in any business concern with which he may have to deal as a staff member. They shall be responsible also, for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under staff regulations and staff rules.

Rule 304.4  
Short-Term Appointments

Within the meaning of these rules, short-term appointments are temporary appointments for a fixed term, the period of which is specified in the letter of appointment. Short-term appointments may be terminated prior to their expiration dates in accordance with the provisions of rule 309.1.

Rule 304.5  
Local and Non-Local Recruitment

(a) Staff members on short-term appointment who have been recruited in the country of the duty station shall be regarded as local recruits. They



shall be eligible for the salary rate applicable to local recruits, but not for payment of travel expenses upon appointment or on separation other than as provided under (c) below.

(b) Staff members on short-term appointment who have been recruited outside the country of the duty station shall be regarded as non-local recruits. They shall be eligible for the salary rate applicable to non-local recruits and for payment of travel expenses upon appointment and separation, in accordance with these rules.

(c) A staff member recruited within the country of the duty station may nevertheless be regarded as non-locally recruited if, in the opinion of the Secretary-General, the post for which he has been recruited is one which it would otherwise have been necessary to fill by recruitment from outside the area of the duty station. Such a staff member shall be eligible for payment of salary at the rates applicable to non-local recruits and for payment of transportation expenses only as determined by the Secretary-General in each case.

#### Rule 305.1 Annual Leave

Staff members on short-term appointment shall not be eligible for annual leave.

#### Rule 305.2 Special Leave

Staff members on short-term appointment may be granted special leave, with full or partial pay or without pay, for important reasons for such period as the Secretary-General may prescribe.

#### Rule 306.1 Joint Staff Pension Fund

Staff members on short-term appointment shall not be eligible for participation in the Joint Staff Pension Fund.

#### Rule 306.2 Sick Leave

(a) Staff members on short-term appointment whose attendance is prevented by illness or injury or by public health restrictions may be granted sick leave with full pay of 12 days for each month of service. Unused sick leave within this limit shall be carried forward at the end of each month of continuous service. A break in service of less than 30 days will not be regarded as interrupting continuous service for this purpose.

(b) 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.

(c) A staff member may be required to submit a medical certificate or to undergo examination by a medical practitioner named by the Secretary-General

before his request for sick leave is granted. Absences of more than three consecutive working days must be supported by medical certificate in all cases.

(d) Staff members on short-term appointment shall not be granted advance sick leave.

### Rule 306.3

#### Compensation for Death, Injury or Other Disability Attributable to Service

The Secretary-General shall provide reasonable compensation in the event a staff member on short-term appointment suffers illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

### Rule 307.1

#### Travel Upon Appointment and Separation

The United Nations shall pay the travel expenses of a staff member on short-term appointment in accordance with the provisions of rule 304.5. Such travel expenses shall normally cover the actual cost of transportation on appointment and on separation from service by a route, mode and standard of transportation approved by the Secretary-General, together with terminal expenses in accordance with rule 307.6.

### Rule 307.2

#### Loss of Entitlement for Return Transportation

(a) A staff member on short-term appointment who resigns shall not normally be entitled to payment of return travel expenses. The Secretary-General may, however, authorise 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 307.3

#### Authority for Travel

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

### Rule 307.4

#### Route and Mode of Travel and Standards of Accommodation

(a) Official travel shall in all instances be by a route, mode and standard of transportation approved in advance by the Secretary-General. The United Nations shall pay only for accommodations actually authorised and used.

- (1) When the approved travel is by air, it shall normally be by regular first-class flight.
- (2) When the approved travel is by sea, minimum first-class accommodations shall be provided.
- (3) When the approved travel is by train, appropriate accommodations including, where necessary, suitable sleeper or other facilities shall be provided.
- (4) Payment of salary during the period of official travel on appointment or on separation shall be made in accordance with rule 304.2.

#### Rule 307.5 Purchase of Tickets

Unless the staff member concerned is specifically authorised to make other arrangements, all tickets for transportation involving official travel of staff members shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the staff member himself, either prior or subsequent to actual travel, in exchange for United Nations Transportation Orders duly issued to him.

#### Rule 307.6 Terminal Expenses

For each authorised journey on recruitment, and for each authorised return journey on separation, a staff member may claim up to \$6 for terminal expenses, including taxi-cabs or other means of public conveyance, transfer of baggage, and other incidental charges.

#### Rule 307.7 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) and (e) shall be reimbursable only when authorised 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.

(e) When staff members on short-term appointment travel at United Nations expense by air, the Secretary-General may, in his discretion, authorise the shipment, via sea or rail (but not by air), of baggage required for the use of the staff member (for example, clothing or small personal possessions) in

excess of the weight and size carried without extra charge by transportation companies, provided that the maximum amount that may be so authorised shall be 200 pounds or 20 cubic feet per staff member.

#### Rule 307.8

##### Insurance

Reimbursement for personal accident insurance or for insurance of personal baggage purchased by staff members on short-term appointment travelling at United Nations expense shall not be allowable.

#### Rule 307.9

##### Reimbursement of Travel Expenses

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

#### Rule 307.10

##### Other Official Travel

Whenever a staff member on short-term appointment is required to perform official travel on behalf of the United Nations, other than on appointment or separation as covered in these rules, such travel shall be governed by the travel rules for regular staff members of the United Nations.

#### Rule 308.1

##### Staff Relations

Rule 108.1 on Staff Council, and Rule 108.2 on Joint Advisory Committee shall apply to staff members on short-term appointment.

#### Rule 309.1

##### Termination

(a) A termination within the meaning of the staff regulations is a separation initiated by the United Nations, other than retirement on full compensation for disability and summary dismissal for serious misconduct.

(b) The Secretary-General may at any time terminate the appointment of a staff member on short-term appointment if, in his opinion, such action would be in the interest of the United Nations.

(c) Staff members on short-term appointment shall have no entitlement for any appointment other than the ones for which they were recruited.

#### Rule 309.2

##### Resignation

(a) A resignation within the meaning of the staff regulations is a separation initiated by the staff member.

(b) Unless otherwise specified in their letter of appointment, locally recruited staff members may resign on giving one week's notice in writing,

and non-locally recruited staff members on giving two weeks' notice in writing. The Secretary-General may, however, accept resignations on shorter notice.

Rule 309.3  
Notice of Termination

(a) The notice of termination shall be one week's written notice in the case of locally recruited staff members, and two weeks' written notice in the case of non-locally recruited staff members, or as otherwise provided in the letter of appointment.

(b) In lieu of the notice period, the Secretary-General may authorise compensation calculated on the basis of the salary which the staff member would have received had the date of termination been at the end of the notice period.

Rule 309.4  
Termination Indemnity

In accordance with paragraph (e) of Annex III to the staff regulations, staff members on short-term appointment shall not be paid a termination indemnity unless such payment is specified in the letter of appointment.

Rule 309.5  
Expiration of Short-Term Appointments

(a) Short-term appointments shall expire automatically and without prior notice on the expiration date of the period 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 309.6  
Certification of Service

Any staff member on short-term appointment 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.

Rule 310.1  
Disciplinary Measures

Rule 110.1 on Joint Disciplinary Committee, rule 110.2 on Composition of the Joint Disciplinary Committee, rule 110.3, on Disciplinary Measures, rule 110.4 on Suspension Pending Investigation, and rule 110.5 on Joint Disciplinary Committee Procedure, shall apply to staff members on short-term appointment.

#### Rule 311.1

##### Appeals

Rule 111.1 on Joint Appeals Board, rule 112.2 on Composition of the Joint Appeals Board, and rule 111.3 on Procedures of the Joint Appeals Board shall apply to staff members on short-term appointment.

#### Rule 312.1

##### Amendment of Staff Rules

These rules may be amended by the Secretary-General in a manner consistent with the staff regulations.

#### Rule 312.2

##### 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 312.3

##### 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 312.4

##### Staff Members' 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. 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 312.5

##### 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 312.6**  
**Effective Date of Staff Rules**

Staff rules 301.1 through 312.6 shall be effective 1 July 1953. They shall supersede all previous staff rules applicable to staff members specifically engaged on short-term appointment for conferences and other short-term service at Headquarters.

## APPENDIX A

### Salary Rates for Conference and Other Short-Term Staff at Headquarters

<u>Local Recruits</u>		<u>Non-Local Recruits</u>
<u>Comparable Level</u>	<u>Assessable Monthly Salary</u>	<u>Assessable Monthly Salary</u>
G-1	\$200 (\$170)*	\$345 (\$292)*
G-2	\$225 (\$191)	\$370 (\$312)
G-2A	\$245 (\$208)	\$390 (\$328)
G-3	\$265 (\$225)	\$415 (\$348)
G-4	\$310 (\$263)	\$460 (\$384)
G-5	\$370 (\$312)	\$525 (\$435)
P-1	\$370 (\$312)	\$525 (\$435)
P-2	\$500 (\$416)	\$700 (\$565)
P-3	\$640 (\$521)	\$900 (\$700)
P-4	\$800 (\$635)	\$1135 (\$847)
P-5	\$980 (\$753)	\$1350 (\$966)
D-1	\$1160	\$1600

### Manual Workers

<u>Comparable Level</u>	<u>Assessable Weekly Salary</u>
M-1	\$57 (\$49)*
M-2	\$62 (\$53)
M-3	\$68 (\$58)
M-4	\$74 (\$63)
M-5	\$81 (\$69)

\* This is the approximate net equivalent of the monthly salary, after deduction for the staff assessment plan (see staff rule 303.4), in respect of a staff member who has no dependents.



## **APPENDIX B**

### **Headquarters**

#### **Overtime Payment and Compensatory Time Off for Short-Term Appointees**

Persons on short-term appointment shall be governed by the following provisions:

(a) if the monthly salary for overtime purposes, as shown on the letter of appointment, is \$310 or less, they shall be given compensatory time off equal to the number of hours of overtime worked in excess of 40 hours during one work week. If such compensatory time off cannot be granted prior to the end of the calendar month in which the overtime is worked the person shall be compensated by an additional payment at the rate of one and one-half times his monthly salary for the overtime hours worked.

(b) if the monthly salary for overtime purposes, as shown on the letter of appointment, is over \$310, occasional time off for such periods as the Secretary-General may consider appropriate may be granted for substantial and recurrent periods of overtime.

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





