

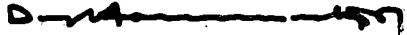
**GENERAL**  
**ST/SGE/Staff Rules 1/Amend.9**  
**2 November 1959**

**SECRETARY-GENERAL'S BULLETIN**

**To:           Members of the Staff Serving at Headquarters in the  
              General Service and Manual Workers Categories**

**Subject:       STAFF RULES — Transmittal Letter 8**

1. The conditions governing compensation for overtime work at Headquarters are changed as of 1 November 1959.
2. The new arrangements are shown in the attachment which revises the text governing similar conditions in Appendix B (Headquarters).



**Dag HAMMARSKJÖLD**  
*Secretary-General*



APPENDIX B  
HEADQUARTERS  
MANUAL WORKERS

Annual gross salaries - Subject to Staff Assessment  
(Figures shown in brackets represent approximate net equivalent)  
Effective 1 January 1959

	Step 1	Step 2	Step 3	Step 4	Step 5
M-1 Unskilled Labourer . .	\$3,900 (3,320)	\$4,000 (3,400)	\$4,120 (3,500)	\$4,240 (3,590)	\$4,370 (3,700)
M-2 Helper . . . . .	4,240 (3,590)	4,370 (3,700)	4,510 (3,810)	4,650 (3,920)	4,790 (4,030)
M-3 Semi-skilled . . . . .	4,650 (3,920)	4,790 (4,030)	4,930 (4,140)	5,090 (4,270)	5,250 (4,400)
M-4 Skilled (journeyman) .	5,180 (4,340)	5,330 (4,460)	5,490 (4,590)	5,650 (4,720)	5,810 (4,850)
M-5 Senior . . . . .	5,650 (4,720)	5,810 (4,850)	5,970 (4,980)	6,130 (5,100)	6,300 (5,230)
M-6 General foreman . . . .	6,460 (5,350)	6,620 (5,470)	6,780 (5,590)	6,940 (5,710)	7,110 (5,830)

Dependency allowances:

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

Increments:

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

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

## APPENDIX B

### Headquarters

#### *Conditions Governing Compensation for Overtime Work*

Pursuant to Staff Rule 103.12, additional payment or compensatory time off shall be given to staff members in the General Service category or in the Manual Worker category who are required to work in excess of the scheduled work week, in accordance with the following provisions:

(a) Definitions and General Conditions:

(i) The scheduled work week means the schedule of basic working hours assigned to the staff member. The scheduled work week shall not exceed 40 hours in five days of work during seven calendar days and shall exclude one hour a day for a meal.

(ii) Overtime work means work in excess of the scheduled work week which has been authorized by proper authority.

(iii) Compensation for overtime work:

(A) Will take the form of an equal amount of compensatory time off in respect of overtime in the five days of the basic work week up to a total of 40 hours of work; subject to the exigencies of the service such compensatory time off may be granted at any time during the four months following the month in which the overtime work is done.

(B) Will take the form of a supplementary payment when the overtime is in excess of a total of 40 hours of work within the five days of the basic work week, or when it occurs on the sixth or seventh day of the week, provided that any absence from work (other than sick leave) of three consecutive days or less which has not been authorized in advance and which is taken following such overtime, during the calendar month in which the overtime work is done or during the first half of the succeeding month, will be regarded as compensatory time off to the extent of such overtime work, and no supplementary payment will be made for that overtime.

(iv) Compensation for overtime work will be reckoned to the nearest one-half hour; casual overtime of less than one-half hour on any day during the scheduled work week shall not be considered. A staff member who is required to report for overtime work on the sixth or seventh day of the week or on an official holiday shall receive not less than four hours of overtime compensation.

(v) In the interests of the health of the staff member and the efficiency of the service, supervisors will not require a staff member to work more than 40 hours of overtime during any one month in excess of 40 hours of work per week except where unusual

exigencies of the service require this measure to be taken to ensure the completion of the programme.

(b) Official Holidays:

Work required to be performed on an official holiday shall be regarded as overtime work and shall be compensated by a supplementary payment in addition to the staff member's normal emoluments for the day, provided however that the Secretary-General may require all staff members to work on a holiday which falls during a period of exigency. In this event he shall set another working day to be observed as the holiday and no compensation shall be granted in respect of work performed on the official holiday.

(c) Supplementary Payments:

Supplementary payments for overtime work of staff in the General Service category and in the Manual Worker category shall be made at the rate of one and one-half times the aggregate of the staff member's base salary or wage and his personal, language and non-resident's allowance, if any, provided that all supplementary payments for overtime work shall be subject to a ceiling equivalent to the rate payable to a staff member with a base salary at Step IX of the senior level of the General Service category; supplementary payments for overtime work to eligible staff members at higher salary rates shall be at the rate of one and one-half times the base salary of Step IX of the senior level of the General Service category.



The attached page replaces page 70a dated 8 November 1959,  
circulated under Transmittal letter 8.





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(b) Official Holidays:

Work required to be performed on an official holiday shall be regarded as overtime work and shall be compensated by a supplementary payment in addition to the staff member's normal emoluments for the day, provided however that the Secretary-General may require all staff members to work on a holiday which falls during a period of exigency. In this event he shall set another working day to be observed as the holiday and no compensation shall be granted in respect of work performed on the official holiday.

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Conditions Governing

Night Differential

(i) Pursuant to Rule 103.13, staff members at Headquarters shall receive, for any regular working hours between 6.00 p.m. and 9.30 a.m., a night differential at the rate of 10 per cent of the aggregate of their salary or wage, and their personal, language and non-resident's allowances and cost of living adjustment, if any, provided that no such differential shall be paid for any part of the tour of duty that begins between 6.00 a.m. and 9.30 a.m.

(ii) Payments shall be reckoned to the nearest hour and work periods of less than one-half hour shall not be taken into consideration.

