

**SECRETARY-GENERAL'S BULLETIN NO. 81**

**To: Members of the Staff of United Nations**

**Subject: STAFF RULES**

There is attached a set of Staff Rules which shall govern the duties, responsibilities, rights and privileges of the staff of the United Nations Secretariat.

In accordance with Rule 214, these rules shall be effective on 1 July 1948 and shall supersede all other provisions in force before that date and contrary to these rules, without prejudice to the acquired rights of staff members under the Staff Regulations.

It will be noted that, although there are 137 rules, they bear numbers ranging from 1 through 214. A block of numbers was assigned to each chapter to permit addition or suppression of rules within a given chapter without necessitating complete realignment of rule numbers and references thereto. This precaution is considered appropriate even though no addition or suppression is contemplated at this time.

By direction of the Secretary-General

BYRON PRICE

Assistant Secretary-General for  
Administrative and Financial Services

/STAFF

STAFF RULES

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## Rule 1

### Applicability

The rules in chapters I through XI shall apply to all staff members with the specific exceptions made under:

- CHAPTER 12 - HEADQUARTERS PERSONNEL PAID AT HOURLY RATES
- CHAPTER 13 - PERSONNEL SPECIFICALLY ENGAGED FOR CONFERENCES AND OTHER SHORT TERM SERVICE
- CHAPTER 14 - PERSONNEL ENGAGED AS CONSULTANTS
- CHAPTER 15 - PERSONNEL OF MISSIONS
- CHAPTER 16 - PERSONNEL AT ESTABLISHED OFFICES AWAY FROM HEADQUARTERS

## CHAPTER 1

### DUTIES AND RESPONSIBILITIES

## Rule 2

### Status as international civil servants

The Secretary-General and all staff members 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.

## Rule 3

### Responsibility to the Secretary-General

- (a) Staff members are subject to the authority of the Secretary-General and are responsible to him in the exercise of their functions.
- (b) In the performance of their duties, they shall not seek or receive instructions from any Government or from any other authority external to the Organization.

## Rule 4

### Oath or declaration of office

- (a) Upon accepting appointment, staff members 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 a member of the international service of the United Nations, to discharge those 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."

- (b) The oath or declaration shall be made orally by the Secretary-General and Assistant Secretaries-General at a public meeting of the General Assembly and by the other higher officers in public before the Secretary-General or his authorized representative.

Rule 5

Assignment of duties

Staff members shall be assigned to their duties by the Secretary-General and may be required to work in any department or activity of the Secretariat.

Rule 6

Conduct

Staff members shall conduct themselves at all times in a manner compatible with their status as representatives of the United Nations. They shall avoid any action, and in particular any kind of public pronouncement or activity, which may adversely reflect on their position as international civil servants. They are not expected to give up their national sentiments or their political and religious convictions; but they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Rule 7

Communication of unpublished information

Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any other person any unpublished information known to them by reason of their official position, except in the course of their duties or by authorization of the Secretary-General. This obligation does not cease with separation from service.

Rule 8

Public information relationships

Staff members shall not issue statements to the press, accept speaking engagements, or make radio addresses without receiving prior authorization from the Secretary-General.

Rule 9

Fees for speaking engagements

Staff members shall not accept fees or gifts of any sort for a speaking or similar engagement, but may accept reimbursement for actual travelling expenses.

Rule 10

Acceptance of gratuities

Staff members shall not accept gratuities or favours of any sort from commercial firms or individuals doing or seeking business with the United Nations.

Rule 11

Acceptance of honours, decorations, favours, gifts or fees

Staff members shall not accept any honour, decoration, favour, gift or fee from any Government or from any other source external to the Organization during the period of their appointment, except for war services.

Rule 12

Outside activities

(a) Staff members shall not engage in any outside occupation or hold any office which is incompatible with the proper discharge of their duties with the United Nations. Prior approval by the Secretary-General is required before a staff member may engage in outside occupations.

(b) Staff members shall not hold office in any association whose aims or activities are in any way related to those of the United Nations without the approval of the Secretary-General.

Rule 13

Candidacy for political office

Any staff member who becomes a candidate for a public office of a political character shall resign from the Secretariat.

Rule 14

Hours of work

(a) The whole time of staff members shall be at the disposal of the Secretary-General.

(b) The normal work week shall be forty hours exclusive of meal times.

(c) The official holidays of the United Nations shall be prescribed by the Secretary-General.

Rule 15

Privileges and immunities

Staff members are granted the privileges and immunities referred to in the Convention on the Privileges and Immunities of the United Nations, insofar as this Convention has been ratified by the Governments concerned. These privileges and immunities are conferred in the interests of the Organization. They furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member concerned shall immediately report to the Secretary-General with whom alone it rests to decide whether they shall be waived.

## CHAPTER 2

### SALARIES AND RELATED ALLOWANCES

#### Rule 20

##### Schedule of annual salaries

The schedule of basic salaries shown below shall apply to all staff members with the exceptions specified in Chapters 12, 13, 14, 15 and 16:

GRADE	STEP I (Base Salary for Grade) \$	STEP II \$ (U.S.)	STEP III \$ (U.S.)	STEP IV \$ (U.S.)	STEP V \$ (U.S.)	STEP VI \$ (U.S.)	STEP VII \$ (U.S.)
1	1580	1660	1740	1830	1920	2020	2130
2	1740	1830	1920	2020	2130	2240	2360
3	1920	2020	2130	2240	2360	2480	2610
4	2130	2240	2360	2480	2610	2750	2890
5	2360	2480	2610	2750	2890	3050	3210
6	2610	2750	2890	3050	3210	3390	3570
7	2890	3050	3210	3390	3570	3770	3970
8	3210	3390	3570	3770	3970	4190	4410
9	3570	3770	3970	4190	4410	4660	4910
10	3970	4190	4410	4660	4910	5180	5450
11	4410	4660	4910	5180	5450	5750	6050
12	4910	5180	5450	5750	6050	6370	6700
13	5450	5750	6050	6370	6700	7060	7450
14	6050	6370	6700	7060	7450	7870	8300
15	6700	7060	7450	7870	8300	8750	9200
16	7450	7870	8300	8750	9200	9700	10300
17	8300	8750	9200	9700	10300	10900	-
18	9200	9700	10300	10900	-	-	-
19	10000	10500	11000	-	-	-	-
Top-ranking Director	11000	-	-	-	-	-	-
Assistant Secretary-General	13500	-	-	-	-	-	-

#### Rule 21

##### Salary and wage administration plan

Posts shall be classified into categories and grades, based on the duties and responsibilities of each post.

#### Rule 22

##### Night Differential

Staff members shall receive a night differential of 10 per cent of base pay for any regular working hours between 6.00 p.m. and 6.00 a.m.

Rule 23

Extra compensation

Extra cash payments may be made to staff members temporarily assigned to posts of higher grades.

Rule 24

Within-grade salary increases

(a) Increase of salary from one step rate to the next higher step rate within the same grade shall be granted in accordance with the following schedule to staff members whose services have been satisfactory:

<u>Grade(s)</u>	<u>Step</u>	<u>Service requirements</u>
1 - 6	1 to 2	6 months
	2 to 3	6 months
	3 to 4	1 year
	4 to 5	1 year
	5 to 6	2 years
	6 to 7	3 years
7	1 to 2	6 months
	2 to 3	6 months
	3 to 4	1 year
	4 to 5	2 years
	5 to 6	2 years
	6 to 7	3 years
8 - 19	1 to 2	1 year
	2 to 3	1 year
	3 to 4	2 years
	4 to 5	2 years
	5 to 6	3 years
	6 to 7	3 years

(b) In computing the periods of service required for such salary increases no credits shall be allowed for any time in excess of one calendar month during which a staff member is on leave without pay.

Rule 25

Salary policy in promotions

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

(a) If the present salary of the staff member is below the base salary rate of the higher grade, promotion shall be to that base rate.

(b) If the present salary of the staff member is equal to or above the base salary of the higher grade, promotion shall be to the salary step rate of that grade next above the staff member's present salary.

/Rule 26

Rule 26

Salary advances

Salary advances may be made to assist staff members during financial emergencies.

Rule 27

Deductions and contributions

- (a) Deductions may be made from salaries and wages for contributions under the provisions of these rules, for contributions authorized by staff members, and for indebtedness to the United Nations.
- (b) Salaries, wages and other compensation shall not be subject to execution, levy, lien, attachment, garnishment or other legal processes.

Rule 28

Overtime and compensatory time off

Staff members who are required to work in excess of the hours of the normal working week may be given additional payment or compensatory time off under conditions prescribed by the Secretary-General.

Rule 29

Allowances paid at dependency rates

- (a) Payment of all allowances, and the cost of living adjustment, at dependency rates shall be made only to a staff member who has a wife or who, as the head of a family, has one or more of the following dependent upon him or her for full and continuing support: husband, son, daughter, parent, brother or sister.
- (b) When more than one member of an immediate family household is employed by the United Nations, allowances shall be paid only to the staff member who is considered the head of the family, and shall be at dependency rates.

Rule 30

Cost of living adjustment

Changes in local cost of living conditions, since the date of establishment of the salary and wage schedules, May 1946, shall be taken into account through a scheme of temporary cost of living adjustments.



Rule 31

Installation allowance

(a) A staff member, other than those listed in (b) below, whose home, at the time of appointment, is beyond reasonable commuting distance from his place of duty shall be paid a per diem installation allowance for himself and his dependents for sixty days after his arrival at the place of duty.

(b) Assistant Secretaries-General, top-ranking Directors, and Directors receiving representation allowances shall be paid an installation allowance at the travel subsistence rate for themselves, but not for dependents, for thirty days after arrival at the place of duty.

Rule 32

Installation grant

(a) Staff members including those receiving representation allowances, who are appointed for a period of one year or more and who are eligible for or have previously received an installation allowance under Rule 31, shall receive an installation grant.

(b) A staff member shall be entitled to only one installation grant, regardless of subsequent changes in place of duty.

Rule 33

Expatriation allowance

Subject to conditions prescribed by the Secretary-General, staff members, except those receiving representation allowances, shall receive an expatriation allowance for a period not to exceed two years after appointment or initial transfer to an official duty station outside their home country.

Rule 34

Rental allowance and subsidy

(a) Staff members residing in United Nations housing projects, except those receiving a representation allowance, shall receive a rental subsidy, provided they are eligible for, or have previously received, an installation allowance or had military service in World War II.

(b) Staff members not residing in United Nations housing projects, except those receiving a representation allowance, shall receive a rental allowance, provided they are eligible for, or have previously received, an installation allowance.

Rule 35

Children's allowances

- (a) Staff members, except those receiving a representation allowance, shall receive a children's allowance of \$200 (U.S.) per annum in respect of each dependent child under the age of sixteen years, or, if the child is in full-time attendance at a school or a university (or similar educational institution), under the age of eighteen or twenty-two years respectively.
- (b) If both parents are staff members, only one allowance shall be paid for each of their children.
- (c) The allowance shall continue to be payable for each child of a staff member who becomes entitled under the United Nations Joint Staff Pension Fund Regulations to a retirement or a disability benefit and to a widow receiving a widow benefit under these regulations.
- (d) Upon the death of a staff member who receives a children's allowance under these rules and following the death of the other parent, there shall be paid to the legal guardian of each child an allowance of \$400 (U.S.) or such other appropriate amount as may be fixed by the United Nations Staff Pension Committee.
- (e) The Secretary-General may decide in each case whether the allowances shall extend to adopted children or step-children.

Rule 36

Education grant

(a) Each staff member whose official duty station is outside his own country and who is entitled to a children's allowance under Rule 35, shall receive the following education grant:

- (i) The sum of \$200 (U.S.) per annum for each child in full-time attendance at a school or a university (or similar educational institution) in his own country; provided that where a child attended such an institution for a period of less than two-thirds of any one scholastic year, the allowance shall be reduced to such proportion of \$200 (U.S.) as the period so attended bears to a full scholastic year;
- (ii) Once in each scholastic year the transportation expenses of the outward and return journey of such a child by a route approved by the Secretary-General;
- (iii) Should staff members elect to send their children to special schools in the area where they are serving, which have curricula characteristic of their nationality, including international schools organized for children of United Nations staff members rather than to schools in their own countries, the United Nations will pay for each child under eleven years of age who is otherwise eligible for the education grant, an allowance equal to the difference between the cost of education at the special school which he attends and the cost at a comparable school attended by children of persons normally resident in the area, provided that the allowance shall not be paid at a rate exceeding \$200 (U.S.) per year. If the child is eleven years of age or over, the special grant is payable only in those cases where the health of the child will not permit return to his own country. Such cases must be supported by a medical certificate approved by the United Nations medical officer stating the circumstances.

(b) If both parents are staff members, only one education grant shall be paid for each of their children.

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

Rule 37

Representation allowances

(a) Allowances for such staff members as Assistant Secretaries-General, top-ranking Directors and others as the Secretary-General may specify, shall be deemed to include all representation (including hospitality), housing (rental), children's, education and expatriation allowances, but not such reimbursable allowances as travel, travel subsistence, removal costs upon appointment, change of duty station, separation, home leave and official travel,

(b) The rates for representation allowances are as follows:  
\$ (U.S.)

Assistant Secretaries-General	- 7,000 to 11,500
Top-ranking Directors	- 3,000 to 6,000
Other specified Directors	- 2,500

### CHAPTER 3

#### APPOINTMENT AND PROBATION

##### Rule 50

###### Appointment of staff

The Secretary-General appoints staff members as required.

##### Rule 51

###### General selection policy

The paramount consideration in the employment of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity.

##### Rule 52

###### Geographical distribution

Due regard shall be paid to the importance of recruiting the staff on a wide geographical basis, provided that:

- (a) Manual workers and all staff members paid at hourly rates shall be recruited locally, and
- (b) Staff members in grades 1 through 7 shall normally be recruited locally.

##### Rule 53

###### Eligibility of men and women for appointments

Men and women shall be equally eligible for all posts.

##### Rule 54

###### Competitive basis of selection

So far as practicable, appointments shall be made on a competitive basis.

##### Rule 55

###### Appointment of Stateless persons or citizens of non-member states

The appointment of Stateless persons or citizens of non-member States shall be limited to exceptional cases.

Rule 56

Fascism and Nazism

No persons shall be appointed who have discredited themselves by their activities or connections with fascism or nazism.

Rule 57

Age limits

Normally, candidates under twenty or over sixty years of age shall not be considered for appointment, provided that the minimum age limit for those locally recruited shall be sixteen.

Rule 58

Employment of staff members of the same family

- (a) Appointment shall not be granted to a person who is closely related by blood or marriage to a staff member, except in extraordinary circumstances where another person equally well-qualified cannot be recruited.
- (b) Normally, only one member of a closely related family group shall be granted an indeterminate appointment.
- (c) Staff members closely related by blood or marriage shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.

Rule 59

Terms of appointment

- (a) Staff members shall be granted either indeterminate or temporary appointments.
- (b) Appointments of assistant Secretaries-General, top-ranking Directors and such other principal higher officers as the Secretary-General may determine shall be for a period not to exceed five years subject to renewal.

Rule 60

Indeterminate appointment

- (a) An indeterminate appointment which has been confirmed after a probationary period shall be considered permanent, subject to review every five years on grounds of efficiency, competence and integrity.
- (b) The Secretary-General shall appoint a Personnel Selection Committee to consider and review the qualifications of staff members recommended for indeterminate appointments.
- (c) A probationary period of twelve months continuous service shall be required before the confirmation of an indeterminate appointment, provided that a maximum of nine months' service prior to the effective date of the appointment shall be counted for this purpose. The probationary period may be extended up to a total of eighteen months in individual cases.

### Rule 61

#### Temporary appointments

- (a) Temporary appointments are granted for such periods and under such conditions as the Secretary-General may determine.
- (b) Temporary appointments to posts which are normally filled by local recruitment (see rule 52) shall ordinarily exclude eligibility for allowances and benefits designed for staff members recruited from outside the local area.

### Rule 62

#### Medical examination

An examination by a qualified member of the medical profession, wherever practicable, is a prerequisite for appointment. No indeterminate appointment shall be granted until the medical officer of the Organization has issued a certificate that the staff member is free from any defect or disease that would interfere with the proper discharge of his duties.

### Rule 63

#### Letter of appointment

Upon appointment every staff member shall receive a letter of appointment signed by the Secretary-General or his authorized representative.

### Rule 64

#### Travel and removal expenses upon appointment

In accordance with the conditions specified in chapter 7, a staff member, upon appointment, shall receive payment of travel expenses for himself, his wife and dependent children, and reimbursement for the cost of moving household goods and other personal effects.

### Rule 65

#### Periodic reporting on staff members

Periodic performance reports shall be made in respect of each staff member and shall form a part of his permanent cumulative record.

## CHAPTER 4

### PROMOTIONS

#### Rule 70

##### Definition of promotion

A promotion is the advancement of a staff member to a higher grade.

#### Rule 71

##### Promotion policy

Vacant posts shall be filled by the best qualified persons available, due consideration being given to:

- (a) Selection of staff members in preference to outside candidates;
- (b) Maintenance of the staff on a wide geographical basis, and
- (c) Reinforcement of staff through inflow of recruits at the various levels.

#### Rule 72

##### Promotion Boards

Promotion Boards established by the Secretary-General shall consider and advise on the qualifications of staff members for promotion.

## CHAPTER 5

### LEAVE

#### Rule 75

##### Accrual of annual leave

- (a) Staff members are entitled to annual leave accruing at the rate of two and one-half working days for each calendar month during which they are in pay status.
- (b) Annual leave does not accrue to a staff member while he is on leave without pay or during suspension from duty without pay.
- (c) Any absence not specifically covered by other provisions in these rules shall be chargeable to annual leave.

#### Rule 76

##### Maximum accumulation of leave

- (a) Annual leave may be accumulated up to a maximum of one hundred working days.
- (b) Not more than fifteen days of annual leave shall be carried forward from the calendar year in which it has accrued, provided that the Secretary-General may exempt staff members who are on special assignments.

#### Rule 77

##### Taking of annual leave

Annual leave may be taken in units of days and half days, subject to the exigencies of the service and appropriate supervisory approval.

#### Rule 78

##### Advancing of annual leave

A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of ten working days.

#### Rule 79

##### Salary due during leave periods

A staff member may receive in advance salary which will fall due during leave periods.



Rule 80

Home leave

- (a) A staff member whose home is outside the country of his official duty station shall receive, in addition to annual leave, home leave consisting of two working weeks every two years, plus actual travelling time not to exceed thirty days, by an approved route and type of transport to and from the place established as his home.
- (b) A staff member whose home is in the country of his official duty station shall receive, in addition to annual leave, home leave consisting only of actual travelling time, not to exceed thirty days, every two years by an approved route and type of transport to and from the place established as his home.
- (c) Normally, periods of home leave shall not be accumulated.
- (d) The Secretary-General may require that home leave be taken in connection with official travel to the vicinity of the staff member's home country.
- (e) A staff member shall not receive payment for or be credited with additional annual leave in lieu of home leave not taken.

Rule 81

Advance home leave

Advance home leave may be granted under specific conditions.

Rule 82

Annual leave combined with home leave

Normally, accrued annual leave should be added to home leave or advance home leave to the extent the exigencies of the service permit.

Rule 83

Travel expenses

For purposes of home leave, a staff member shall receive payment of travel expenses for himself, his wife and dependent children in accordance with the conditions prescribed in chapter 7.

Rule 84

Definition of sick leave

Sick leave is leave of absence with full pay which a staff member is granted when incapacitated from the performance of his duty by illness or injury.

Rule 85

Accrual of Sick leave

Sick leave shall accumulate at the rate of one and one-half working days per month in pay status up to a maximum of ninety working days.

Rule 86

Sick leave certificate

(a) A staff member who is absent on account of illness or accident for more than three consecutive working days, shall file a certificate from a qualified member of the medical profession, indicating the nature and probable duration of the illness and stating that the staff member is unable to perform his duties. In cases of continued illness, a further certificate shall be filed at the end of each ten working days.

(b) After a staff member has taken periods of non-certified sick leave totalling more than twelve working days within a calendar year, any additional sick leave within that year shall either be supported by a medical certificate, deducted from annual leave or charged as special leave without pay.

(c) The Secretary-General may designate a medical officer to visit staff members who are on sick leave.

Rule 87

Advancing of sick leave

A staff member may, if necessary, be granted advance sick leave up to a maximum of thirty working days.

Rule 88

Maternity leave

(a) Staff members with temporary appointments who have served two years or who will have served two years at the time of confinement, and staff members with indeterminate appointments which have been confirmed after the probationary period has been served will be given six weeks of pre-natal and six weeks of post-natal maternity leave on full pay.

(b) Staff members, other than those mentioned in (a) above, shall be given their accrued annual and sick leave. Where this accrued leave is insufficient to cover the absence, requests for special leave without pay may be made under rule 90.

Rule 89

Requests for maternity leave and for return to duty afterwards shall be supported by medical certificates. Return to duty shall be approved by the United Nations medical officer.

Rule 90

Special leave

(a) Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the United Nations, in cases of extended illness, or for other exceptional or urgent reasons.

(b) Normally, special leave without pay shall be granted only after all accrued annual leave has been exhausted.

## CHAPTER 6

### SEPARATIONS

#### Rule 100

##### Definitions

- (a) A resignation is a separation initiated by a staff member.
- (b) A termination is a separation initiated by the United Nations (other than dismissal for disciplinary reasons).
- (c) A dismissal is a disciplinary separation required by the United Nations because of serious misconduct or delinquency (see chapter 9).

#### Rule 101

##### Notice of resignation

- (a) Staff members having indeterminate appointments may resign their posts on giving three months' notice in writing.
- (b) Staff members having temporary appointments may resign their posts on giving thirty days' notice in writing.
- (c) The Secretary-General may accept resignations on shorter notice.

#### Rule 102

##### Termination

The Secretary-General may terminate the appointment of a member of the staff in accordance with the terms of his appointment if made under the provisions of rule 61, or if the necessities of the service require the abolition of the post or a reduction of the staff, or if the services of the individual concerned prove unsatisfactory.

#### Rule 103

##### Notice of termination

- (a) If an indeterminate appointment is to be terminated for any of the reasons stated in rule 102 after the probationary period has been completed, the staff member will receive at least three months' written notice. The Secretary-General may authorize salary payment in lieu of this notice period.
- (b) Staff members serving their probationary periods for indeterminate appointments may be terminated at any time upon thirty days' written notice.
- (c) Staff members having temporary appointments may be terminated at any time upon thirty days' written notice or as otherwise provided in the terms of their appointments.

Rule 104

Reduction in force

In the termination of appointments due to reduction in force or abolition of posts, due consideration shall be given to the terms of the appointments, competence and integrity, nationality from the point of view of overall geographical distribution, and length of service.

Rule 105

Age of retirement

The normal age of retirement for staff members shall be sixty years. In exceptional circumstances, the Secretary-General may extend this age limit up to sixty-five years.

Rule 106

Certificate of service

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

Rule 107

Indemnity for termination

(a) Staff members having indeterminate appointments and terminated under rule 102 shall be paid an indemnity equivalent to at least three months' salary. The amount of this indemnity may be increased with length of service up to a maximum of nine months' salary.

(b) Staff members having other than indeterminate appointments and terminated under rule 102 may be paid an indemnity according to the conditions of their appointments.

(c) No indemnity shall be paid if:

(i) The staff member resigns, except where termination notice has been given by the United Nations and the termination date agreed upon;

(ii) The staff member is summarily dismissed.

Rule 108

Special provisions - Leave

Upon separation, a staff member who has not exhausted the annual leave to which he is entitled shall be paid a sum equivalent to his base salary for the period involved.

Rule 109

Special provisions - Provident Fund

Upon separation of a staff member who is a current contributor to the Staff Provident Fund, he shall be paid the amount standing to his credit in the Fund.

Rule 110

Special provisions - Pension Scheme

Upon separation, a staff member who is a participant in the United Nations Joint Staff Pension Scheme shall be entitled to any withdrawal benefits provided thereunder.

Rule 111

Indebtedness to the United Nations

Any indebtedness of a staff member to the United Nations shall be deducted from the monies due to him.

Rule 112

Payments to beneficiaries of deceased staff members

In the event of the death of a staff member, all amounts standing to his credit will be paid to his nominated beneficiary subject to set-off of any amount or amounts owing by the deceased to the United Nations.

Rule 113

Travel and removal expenses upon separation

(a) In accordance with the conditions prescribed in chapter 7, a staff member, upon separation, shall receive payment of travel expenses for himself, wife, and dependent children to the place from which he was recruited, except that:

a staff member having an indeterminate appointment, an appointment of two years or more, or who has had continuous service of two years or more shall be entitled to receive payment of travel expenses to the place established as his home under rule 80, if different from the place from which recruited.

(b) In accordance with the conditions prescribed in rule 125, a staff member, upon separation shall receive payment for expenses in connection with the removal of household goods and other personal effects.

## CHAPTER 7

### TRAVEL

#### Rule 120

##### Applicability to staff members

Subject to conditions prescribed by the Secretary-General, the United Nations shall pay the travel expenses of a staff member when travelling:

- (a) Upon appointment;
- (b) Upon official business;
- (c) Upon change of official duty station;
- (d) On home leave;
- (e) Upon separation.

#### Rule 121

##### Travel expenses of staff members

Travel expenses approved under rule 120 shall include:

- (a) Transportation expenses;
- (b) Travel subsistence allowance;
- (c) Necessary additional expenses during travel.

Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

#### Rule 122

##### Routing of travel

Travel shall be by the most economical route, unless the official necessity for travel by other routes is established.

#### Rule 123

##### Advances

Staff members travelling on official business are entitled to a reasonable advance of funds against the estimated travel expenses.

Rule 124

Travel expenses of dependents

Subject to conditions prescribed by the Secretary-General, the United Nations shall pay the transportation expenses and travel subsistence allowance and authorized additional expenses for the wife and dependent children of a staff member when travelling:

- (a) Upon appointment, provided that the staff member is appointed for a period of not less than one year;
- (b) On home leave;
- (c) Upon separation, provided that the staff member was appointed for a period of not less than one year;
- (d) Upon change of official duty station.

In addition, the United Nations shall pay transportation expenses in connection with approved education grants.

Rule 125

Removal expenses

Subject to conditions prescribed by the Secretary-General, the United Nations shall pay expenses in connection with the removal of household goods and other personal effects of a staff member:

- (a) Upon appointment for a period of not less than two years.
- (b) Upon change of official duty station.
- (c) Upon separation, provided that he was appointed, or has served, for a period of not less than two years.

Rule 126

Transportation of decedents

- (a) When a staff member dies, the United Nations shall pay, subject to conditions prescribed by the Secretary-General, the expenses of preparing and transporting the remains from his official duty station, or if on official travel, from the place of death to his home.
- (b) The dependents of a deceased staff member are entitled to return transportation irrespective of the type of appointment under which the deceased staff member served.
- (c) The provisions of (a) shall apply to a staff member's dependents who were entitled to return transportation under rule 124.



## CHAPTER 8

### STAFF COMMITTEE

#### Rule 135

#### Staff Committee

A Staff Committee, elected by staff members to represent their views, shall be consulted on general questions relating to staff administration and welfare. This shall not apply in emergency situations.

## CHAPTER 9

### DISCIPLINARY MEASURES

#### Rule 140

##### Disciplinary measures

(a) The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

(b) Disciplinary measures include written censure, suspension without pay, transfer to an inferior post, dismissal with regular notice, or summary dismissal.

#### Rule 141

##### Opportunity to answer charges

No staff member shall be subjected to a disciplinary measure without being given a prior opportunity to state his case in writing.

#### Rule 142

##### Suspension pending investigation

If a charge of serious misconduct is made against a staff member and the Secretary-General considers that the charge is prima facie well founded and that the staff member's continuance in office pending an investigation of the charge would prejudice the service, the staff member may be suspended with or without pay from his functions pending investigation, the suspension being without prejudice to the rights of the staff member.

CHAPTER 10  
APPEALS BOARD

Rule 145

Terms of reference

(a) An Appeals Board shall be established for the purpose of advising the Secretary-General, with whom the final decision will rest, with regard to the following appeals by staff members:

- (i) Appeals against any decision regarding the application of the Staff Rules or of established administrative practices to the termination of appointments;
- (ii) Appeals alleging non-observance of agreed terms of appointment;
- (iii) Appeals against disciplinary action;
- (iv) Claims for allowances;
- (v) Appeals of such other character as the Secretary-General may specify.

(b) The Appeals Board may, if the Secretary-General approves, render advisory opinions on matters not under appeal.

Rule 146

Composition

(a) The Appeals Board shall consist of five members having equal votes, appointed as follows:

- (i) A chairman appointed by the Secretary-General after consultation with the Staff Committee. One or more alternate chairmen may be appointed in the same manner;
- (ii) Two members appointed by the Secretary-General;
- (iii) Two members representing the staff.

(b) The two members representing the staff ((iii) above) shall be drawn from a panel organized in three groups:

- Group I - staff in grades 1 through 8
- Group II - staff in grades 9 through 14
- Group III - staff in grades 15 through 19

The members of this panel shall be elected annually by ballot by the staff members. Twelve members shall be elected in each of the groups defined above. In hearings by the Board at least one member shall be from the group to which the staff member appealing to the Board belongs and none shall be in a group below the group to which he belongs. Subject to this rule, the members of each group shall be called upon in rotation by the Secretary of the Board, as required, to constitute the Appeals Board. The staff member appealing to the Board shall have the right to object to not more than two members from the staff panel, and in that event the next members due to serve from that panel shall be called in place of the members to whom objection has been taken.

(c) A Secretary, having no vote, shall be appointed by the Secretary-General to the Appeals Board.

Rule 147

Representation of the Staff Committee

Unless the staff member appealing to the Board objects, the Staff Committee shall have the right to have a representative present at all sessions of the Board at which the representatives of the parties interested in the case may be present.

Rule 148

Procedure

(a) The Secretary-General shall prescribe the procedure for filing appeals.

(b) The Appeals Board shall regulate its own procedure.

## CHAPTER 11

### STAFF WELFARE

#### Rule 150

#### United Nations Joint Staff Pension Scheme

A staff member who is under sixty years of age at the time of appointment shall participate in the United Nations Joint Staff Pension Scheme in accordance with the Provisional Regulations, provided that his appointment is indeterminate, or provided that his temporary appointment is for a fixed period of one year or longer and his participation specified in the letter of appointment.

#### Rule 151

#### Staff Provident Fund

(a) Staff members not subject to the regulations of the United Nations Joint Staff Pension Scheme, who were appointed before 28 January 1947 and whose terms of appointment so provide, shall participate in a Staff Provident Fund.

(b) A staff member under (a) shall contribute six per cent of his base salary to the Staff Provident Fund. An equal amount shall be contributed by the United Nations for the staff member.

(c) A staff member who becomes subject to the regulations of the United Nations Joint Staff Pension Scheme shall not thereafter participate in the Staff Provident Fund and the amounts standing to his credit in that Fund shall be transferred to the Pension Fund.

#### Rule 152

#### Medical care

Arrangements shall be made for the application to staff members on a suitable basis of health insurance and hospital service plans.

#### Rule 153

#### Compassionate benefits

A staff member who is injured as the result of an accident incurred in the course of his duty or who is compelled to discontinue his employment as a result of sickness directly attributable to his work in the service of the United Nations, shall receive reasonable compensation. Should the staff member die in such circumstances, reasonable compensation shall be paid to his widow or such dependents as the Secretary-General may determine.

CHAPTER 12

HEADQUARTERS PERSONNEL PAID AT HOURLY RATES

Rule 160

Exceptions to general rules

Subject to qualification in this chapter, all the rules in chapters 1 through 11 shall apply to staff members paid at hourly rates, except the following:

Rule 15	Privileges and immunities
Rule 20	Schedule of annual salaries
Rule 24 (a)	Within-grade salary increases
Rule 31	Installation allowance
Rule 32	Installation grant
Rule 33	Expatriation allowance
Rule 34 (b)	Rental allowance
Rule 36	Education grant
Rule 37	Representation allowances
Rule 64	Travel and removal expenses upon appointment
Rule 80	Home leave
Rule 81	Advance home leave
Rule 82	Annual leave combined with home leave
Rule 83	Travel expenses
Rule 113	Travel and removal expenses upon separation
Rule 120 (a), (c), (d), (e)	- Travel - Applicability to staff members
Rule 124	Travel expenses of dependents
Rule 125	Removal expenses

Rule 161Schedule of wage rates

(a) Wages of staff members paid on an hourly basis shall be on gross rates as shown below:

GRADE	ON APPOINTMENT		AFTER SIX MONTHS' SATISFACTORY SERVICE	
	Gross rate	Equivalent net rates for purposes of Provident Fund and Pension Scheme	Gross rate	Equivalent net rates for purposes of Provident Fund and Pension Scheme
(1)	(2)	(3)	(4)	(5)
	\$(U.S.)	\$(U.S.)	\$(U.S.)	\$(U.S.)
1	.96	0.84	1.01	0.88
2	1.00	0.87	1.05	0.92
3	1.04	0.91	1.09	0.95
4	1.08	0.94	1.13	0.98
5	1.11	0.97	1.17	1.02
6	1.16	1.01	1.22	1.06
7	1.20	1.04	1.26	1.09
8	1.23	1.06	1.29	1.11
9	1.27	1.10	1.33	1.15
10	1.32	1.14	1.39	1.20
11	1.35	1.16	1.42	1.22
12	1.39	1.20	1.46	1.25
13	1.44	1.24	1.51	1.30
14	1.48	1.27	1.55	1.33
15	1.51	1.30	1.59	1.36
16	1.55	1.33	1.63	1.39
17	1.60	1.37	1.68	1.43
18	1.63	1.39	1.71	1.46
19	1.67	1.42	1.75	1.49
20	1.70	1.45	1.79	1.52
21	1.74	1.48	1.83	1.55
22	1.79	1.52	1.88	1.59

(b) For the purpose of the Staff Provident Fund and the United Nations Joint Staff Pension Scheme, the contributions shall be based on the equivalent net rates shown in columns (3) and (5) of the schedule.

Rule 162

Within-grade rate increases

Staff members paid at hourly rates, who have given six months' satisfactory service, shall be eligible for one salary increase as shown in rule 161.

Rule 163

Compensation for overtime

All compensation for overtime of hourly rate staff members shall be in cash.



CHAPTER 13

PERSONNEL SPECIFICALLY ENGAGED FOR CONFERENCES  
AND OTHER SHORT TERM SERVICE

Rule 170

Applicability

The rules of this chapter shall apply to those staff members who are appointed for the duration of the General Assembly, a specific conference, or for periods not exceeding four months.

Rule 171

Salaries and related allowances

Staff members under rule 170 shall be paid on a gross basis and shall not be entitled to any additional allowances or any annual leave,

Rule 172

Exceptions to general rules

Subject to qualifications in this chapter, all of the rules in chapters 1 through 11 shall apply to staff members under rule 170, except the following:

Rule 15	Privileges and immunities
Rule 20	Schedule of annual salaries
Rule 23	Extra compensation
Rule 24	Within-grade salary increases
Rule 25	Salary policy in promotions
Rule 29	Allowances paid at dependency rates
Rule 30	Cost of living adjustment
Rule 31	Installation allowance
Rule 32	Installation grant
Rule 33	Expatriation allowance
Rule 34	Rental allowance and subsidy
Rule 35	Children's allowance
Rule 36	Education grant
Rule 37	Representation allowances
Rule 60	Indeterminate appointment
Rule 65	Periodic reporting on staff members
Rule 70	Definition of promotion
Rule 71	Promotion policy
Rule 72	Promotion Boards
Rule 75	Accrual of annual leave
Rule 76	Maximum accumulation of leave
Rule 77	Taking of annual leave
Rule 78	Advancing of annual leave
Rule 79	Salary due during leave periods
Rule 80	Home leave
Rule 81	Advance home leave
Rule 82	Annual leave combined with home leave
Rule 83	Travel expenses
Rule 87	Advancing of sick leave
Rule 88	Maternity leave
Rule 89	Medical certificate
Rule 90	Special leave
Rule 101	Notice of resignation
Rule 103	Notice of termination
Rule 104	Reduction in force
Rule 105	Age of retirement
Rule 107	Indemnity for termination
Rule 108	Special provisions - Leave
Rule 109	Special provisions - Provident Fund
Rule 110	Special provisions - Pension Scheme
Rule 121(b)	Travel expenses of staff members
Rule 123	Advances
Rule 124	Travel expenses of dependents
Rule 125	Removal expenses
Rule 150	United Nations Joint Staff Pension Scheme
Rule 151	Staff Provident Fund
Rule 152	Medical care

Rule 173

Notice of resignation

- (a) Staff members under rule 170 who are recruited from the local area may resign their posts on giving fifteen days' notice in writing.
- (b) Staff members under rule 170 who are not recruited from the local area may resign their posts on giving thirty days' notice in writing.
- (c) The Secretary-General may accept resignations on shorter notice.

Rule 174

Notice of termination

- (a) Staff members under rule 170 who are recruited from the local area may be terminated at any time upon fifteen days' written notice or as otherwise provided in the terms of their appointments.
- (b) Staff members under rule 170 who are not recruited from the local area may be terminated at any time upon thirty days' written notice or as otherwise provided in the terms of their appointments.

## CHAPTER 14

### PERSONNEL ENGAGED AS CONSULTANTS

#### Rule 180

##### Applicability

(a) The rules of this chapter shall apply to those persons who are appointed as consultants.

(b) A "consultant" shall be a recognized authority or specialist in the field in which his services are to be utilized and shall serve for short or intermittent periods, normally in an advisory capacity.

#### Rule 181

##### Salaries and related allowances

Consultants shall be paid at daily gross rate for each day actually employed and for each day spent on official travel to and from their official duty station. Consultants coming from outside the local area shall be paid the appropriate travel subsistence allowance for each day while in official travel status.

Rule 182

Exceptions to general rules

Subject to qualifications in this chapter, the rules in chapters I through XI shall apply to consultants, except the following:

- Rule 5      Assignment of duties
- Rule 8      Public information relationships
- Rule 9      Fees for speaking engagements
- Rule 12     Outside activities
- Rule 13     Candidacy for political office
- Rule 14     Hours of work
- Rule 15     Privileges and immunities
- All rules in chapter 2 - **Salaries and related allowances**
- Rule 60     Indeterminate appointment
- Rule 62     Medical examination
- Rule 65     Periodic reporting on staff members
- All rules in chapter 4 - **Promotions**
- All rules in chapter 5 - **Leave**
- Rule 101    Notice of resignation
- Rule 103    Notice of termination
- Rule 104    Reducation in force
- Rule 105    Age of retirement
- Rule 107    Indemnity for termination
- Rule 108    Special provisions - Leave
- Rule 109    Special provisions - Provident Fund
- Rule 110    Special provisions - Pension Scheme
- Rule 124    Travel expenses of dependents
- Rule 125    Removal expenses
- Rule 150    United Nations Joint Staff Pension Scheme
- Rule 151    Staff Provident Fund
- Rule 152    Medical care

CHAPTER 15  
PERSONNEL OF MISSIONS

Rule 190

Applicability

The rules of this chapter shall apply to all staff members initially appointed for service with a mission and staff members, serving under the rules in chapter 13, who are transferred to services with a mission.

Rule 191

Salaries and related allowances

- (a) Salaries of staff members under rule 190 who are recruited from the general area of the mission shall be paid on a gross basis and be set in terms of the best prevailing wages or salaries for comparable work in the area. In addition, they shall receive a reasonable subsistence allowance if their home, at the time of appointment, is beyond commuting distance from their official duty station.
- (b) Other staff members under rule 190 shall be paid at headquarters salary rates. In addition, they shall receive a travel subsistence allowance for the duration of their services with the mission.
- (c) Staff members under (a) and (b) above shall be eligible for a children's allowance under the provisions of rule 35 or 204 unless the terms of appointment specifically exclude such allowance.
- (d) "General area" is defined as the country in which the mission is located plus neighbouring countries having comparable living and salary standards.

## Rule 192

### Exceptions to general rules

Subject to qualifications in this chapter, the rules in chapters 1 through 11 shall apply to staff members under rule 191, except the following:

Rule 23	Extra compensation
Rule 24	Within-grade salary increases
Rule 29	Allowances paid at dependency rates
Rule 30	Cost of living adjustment
Rule 31	Installation allowance
Rule 32	Installation grant
Rule 33	Expatriation allowance
Rule 34	Rental allowance and subsidy
Rule 36	Education grant
Rule 60	Indeterminate appointment
Rule 72	Promotion Boards
Rule 80	Home leave
Rule 81	Advance home leave
Rule 82	Annual leave combined with home leave
Rule 83	Travel expenses
Rule 101	Notice of resignation
Rule 102	Termination
Rule 103	Notice of termination
Rule 105	Age of retirement
Rule 107	Indemnity for termination
Rule 109	Special provisions - Provident Fund
Rule 110	Special provisions - Pension Scheme
Rule 124	Travel expenses of dependents
Rule 125	Removal expenses
Rule 150	United Nations Joint Staff Pension Scheme
Rule 151	Staff Provident Fund
Rule 152	Medical care

## Rule 193

### Manual workers

The provisions of rule 15, "Privileges and immunities", shall not apply to manual workers appointed under rule 191.

## Rule 194

### Hours of work

The normal work week as defined in rule 14 may be varied in accordance with local conditions and practices, provided that the work week shall be maintained at a minimum of forty hours.

## Rule 195

### Computation of overtime or night differential pay

The salaries or wages set under rule 191 shall be used in computing overtime or night differential pay.

/Rule 196

Rule 196

Medical certificates

Where approval by a United Nations medical officer is required, as in rules 62 and 89, and no such officer has been designated, a certificate from a qualified member of the medical profession shall be acceptable.

Rule 197

Notice of resignation

- (a) Staff members under rule 190 who are recruited from the general area may resign their posts on giving fifteen days' notice in writing.
- (b) Other staff members under rule 190 may resign their posts on giving thirty days' notice in writing.
- (c) The Secretary-General may accept resignations on shorter notice.

Rule 198

Notice of termination

- (a) Staff members under rule 190 who are recruited from the general area may be terminated at any time upon fifteen days' written notice or as otherwise provided in the terms of their appointments.
- (b) Other staff members under rule 190 may be terminated at any time upon thirty days' written notice or as otherwise provided in the terms of their appointments.



## CHAPTER 16

### PERSONNEL AT ESTABLISHED OFFICES AWAY FROM HEADQUARTERS

#### Rule 200

##### Applicability

The rules in this chapter shall apply to all staff members who occupy posts at established offices away from headquarters.

#### Rule 201

##### Salaries, wages and related allowances

- (a) Staff members shall receive salaries and related allowances in accordance with provisions in chapter 2 subject to adjustments to reflect differences in living costs and other conditions as between headquarters and offices away from headquarters, provided that:
- (b) Salaries of staff members recruited locally for posts normally in grades 1 through 7 (see rule 20) may be set in terms of the best prevailing wages or salaries for comparable work in the area; and
- (c) Wages of manual workers shall be on a gross basis and be set in terms of the best prevailing wages for comparable work in the area.

#### Rule 202

##### Exceptions to general rules

Subject to qualifications in this chapter, all the rules in chapters 1 through 15 shall apply to staff members under rule 200, except the following:

- |         |                               |
|---------|-------------------------------|
| Rule 30 | Cost of living adjustment,    |
| Rule 34 | Rental allowance and subsidy. |

#### Rule 203

##### Hours of work

The normal work week as defined in rule 14 may be varied in accordance with local conditions and practices, provided that the work week shall be maintained at a minimum of forty hours.

#### Rule 204

##### Children's allowance

The children's allowance for staff members under rule 201 (b) and (c), shall be that proportion of the allowance which the level of salary and wage rates established bears to the headquarters rates.

Rule 205

Manual workers

Manual workers who are paid at other than hourly rates shall be considered as hourly-rate staff members, subject to the provisions of chapter 12, with the exception of rules 162 and 163.

Rule 206

Contribution to the United Nations Joint Staff Pension Scheme  
and the Staff Provident Fund

In computing contributions to the United Nations Joint Staff Pension Scheme or the Staff Provident Fund, under rules 150 and 151:

- (a) For staff members under rule 201 (a), the comparable headquarters base salary rate shall be used.
- (b) For staff members under rule 201 (b) and (c), the local rates as established shall be used.

Rule 207

Computation of overtime or night differential pay

The salary or wages established under rule 201 shall be used in computing overtime or night differential pay.

Rule 208

Medical certificates

Where approval by a United Nations medical officer is required, as in rules 62 and 89, and no such officer has been designated, a certificate from any qualified member of the medical profession shall be acceptable.

## CHAPTER 17

### MISCELLANEOUS PROVISIONS

#### Rule 210

##### Conditions and rates

These rules are subject to conditions and rates established by the Secretary-General in administrative instructions.

#### Rule 211

##### Persons not engaged as staff members

These rules shall not apply to persons, whether working on the premises or not, who do not hold appointments as staff members.

#### Rule 212

##### Masculine and feminine gender

In these rules, terms referring to persons and staff members in the masculine gender shall apply also to women, except where the contrary intention is evident from the context.

#### Rule 213

##### Amendment of Staff Rules

These rules may be amended by the Secretary-General, subject to rule 135, "Staff Committee" without prejudice to the acquired rights of staff members under the Staff Regulations.

#### Rule 214

##### Effective date of Staff Rules

These rules shall be effective on 1 July 1948 and shall supersede all other provisions in force before that date and contrary to these rules, without prejudice to the acquired rights of staff members under the Staff Regulations.