

**Secretariat**

1 April 2011

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York.
2. The CPI for the month of February 2011 reflects a 1.48 per cent movement over the July 2008 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upward by 1.33 per cent, effective 1 March 2011.
3. The amounts of dependency allowances remain unchanged.
4. The amounts of the first and second language allowances will be revised, effective 1 March 2011, to \$2,172 and \$1,086 net per annum, respectively.
5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of April 2011 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2008/45 dated 15 August 2008, will be in effect until further notice.



Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 March 2011

Level		STEPS										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
7	(Gross)	69 604	72 536	75 468	78 400	81 332	84 264	87 196	90 128	93 059	95 991	98 923*
	(Gross pension)	67 133	69 863	72 595	75 327	78 058	80 790	83 521	86 253	88 984	91 716	94 448*
	(Total net)	53 027	55 050	57 073	59 096	61 119	63 142	65 165	67 188	69 211	71 234	73 257*
	(Net pension)	53 027	55 050	57 073	59 096	61 119	63 142	65 165	67 188	69 211	71 234	73 257*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	62 333	64 978	67 623	70 268	72 913	75 558	78 203	80 848	83 493	86 138	88 783*
	(Gross pension)	60 609	62 978	65 348	67 740	70 205	72 670	75 135	77 602	80 067	82 532	84 998*
	(Total net)	48 010	49 835	51 660	53 485	55 310	57 135	58 960	60 785	62 610	64 435	66 260*
	(Net pension)	48 010	49 835	51 660	53 485	55 310	57 135	58 960	60 785	62 610	64 435	66 260*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	55 993	58 224	60 488	62 881	65 274	67 667	70 059	72 452	74 845	77 238	79 630*
	(Gross pension)	54 667	56 811	58 954	61 098	63 243	65 387	67 545	69 776	72 007	74 239	76 469*
	(Total net)	43 435	45 086	46 737	48 388	50 039	51 690	53 341	54 992	56 643	58 294	59 945*
	(Net pension)	43 435	45 086	46 737	48 388	50 039	51 690	53 341	54 992	56 643	58 294	59 945*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	50 434	52 453	54 472	56 491	58 509	60 567	62 732	64 897	67 062	69 228	71 393*
	(Gross pension)	49 320	51 262	53 202	55 142	57 082	59 022	60 962	62 903	64 844	66 784	68 787*
	(Total net)	39 321	40 815	42 309	43 803	45 297	46 791	48 285	49 779	51 273	52 767	54 261*
	(Net pension)	39 321	40 815	42 309	43 803	45 297	46 791	48 285	49 779	51 273	52 767	54 261*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	45 355	47 188	49 020	50 853	52 685	54 518	56 350	58 182	60 016	61 981	63 946*
	(Gross pension)	44 447	46 205	47 965	49 725	51 485	53 245	55 004	56 764	58 524	60 284	62 043*
	(Total net)	35 563	36 919	38 275	39 631	40 987	42 343	43 699	45 055	46 411	47 767	49 123*
	(Net pension)	35 563	36 919	38 275	39 631	40 987	42 343	43 699	45 055	46 411	47 767	49 123*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	40 809	42 466	44 123	45 780	47 436	49 093	50 750	52 407	54 064	55 720*	
	(Gross pension)	40 067	41 661	43 254	44 848	46 441	48 035	49 628	51 222	52 816	54 408*	
	(Total net)	32 199	33 425	34 651	35 877	37 103	38 329	39 555	40 781	42 007	43 233*	
	(Net pension)	32 199	33 425	34 651	35 877	37 103	38 329	39 555	40 781	42 007	43 233*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	36 805	38 245	39 686	41 172	42 670	44 169	45 668	47 166	48 665*		
	(Gross pension)	36 100	37 540	38 981	40 421	41 861	43 302	44 743	46 183	47 623*		
	(Total net)	29 140	30 249	31 358	32 467	33 576	34 685	35 794	36 903	38 012*		
	(Net pension)	29 140	30 249	31 358	32 467	33 576	34 685	35 794	36 903	38 012*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US\$ net per annum):

Child	2 083 ^a 2 217 ^b
Except for the first dependent child of a single, widowed or divorced staff member	2 879 ^a 3 246 ^b
Dependent spouse	3 336 ^a 3 562 ^b
Secondary dependant	1 257 ^a 1 307 ^b 1 318 ^c

Language allowances (to be included in pensionable remuneration)
(US\$ net per annum):

First language	2 172
Second language	1 086

^a Payable to staff who become eligible on or after 1 September 2006.

^b Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.

^c Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 March 2011

Level		S T E P S											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
Language Teacher	(Gross)	75 678	78 362	81 046	83 730	86 414	89 099	91 783	94 467	97 151	99 835	102 519	105 203
	(Gross pension)	72 772	75 277	77 782	80 286	82 790	85 295	87 800	90 305	92 809	95 313	97 819	100 323
	(Total net)	57 218	59 070	60 922	62 774	64 626	66 478	68 330	70 182	72 034	73 886	75 738	77 590
	(Net pension)	57 218	59 070	60 922	62 774	64 626	66 478	68 330	70 182	72 034	73 886	75 738	77 590
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US\$ net per annum):

Child	2 083 ^a
	2 217 ^b
Except for the first dependent child of a single, widowed or divorced staff member	2 879 ^a
	3 246 ^b
Dependent spouse	3 336 ^a
	3 562 ^b
Secondary dependant	1 257 ^a
	1 307 ^b
	1 318 ^c

^a Payable to staff who become eligible on or after 1 September 2006.

^b Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.

^c Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 March 2011

Level		S T E P S				
		I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant ^a	(Gross)	60 919	64 133	67 348	70 562	73 777
	(Gross pension)	59 337	62 218	65 099	68 013	71 010
	(Total net)	47 034	49 252	51 470	53 688	55 906
	(Net pension)	47 034	49 252	51 470	53 688	55 906
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	53 608	55 920	58 232	60 584	63 064
	(Gross pension)	52 372	54 595	56 816	59 038	61 261
	(Total net)	41 670	43 381	45 092	46 803	48 514
	(Net pension)	41 670	43 381	45 092	46 803	48 514
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	49 192	51 304			
	(Gross pension)	48 129	50 159			
	(Total net)	38 402	39 965			
	(Net pension)	38 402	39 965			
	(NPC)	0	0			

^a Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US\$ net per annum):

Child	2 083 ^a 2 217 ^b
Except for the first dependent child of a single, widowed or divorced staff member	2 879 ^a 3 246 ^b
Dependent spouse	3 336 ^a 3 562 ^b
Secondary dependant	1 257 ^a 1 307 ^b 1 318 ^c

^a Payable to staff who become eligible on or after 1 September 2006.

^b Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.

^c Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 March 2011

		S T E P S												
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	92 412	95 999	99 586	103 172	106 759	110 346	113 933	117 520	121 107*				
	(Gross pension)	88 376	91 722	95 069	98 415	101 835	105 423	109 012	112 601	116 190*				
	(Total net)	68 764	71 239	73 714	76 189	78 664	81 139	83 614	86 089	88 564*				
	(Net pension)	68 764	71 239	73 714	76 189	78 664	81 139	83 614	86 089	88 564*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	85 603	88 943	92 284	95 625	98 965	102 306	105 646	108 987	112 328*				
	(Gross pension)	82 037	85 152	88 267	91 382	94 497	97 612	100 727	104 066	107 407*				
	(Total net)	64 066	66 371	68 676	70 981	73 286	75 591	77 896	80 201	82 506*				
	(Net pension)	64 066	66 371	68 676	70 981	73 286	75 591	77 896	80 201	82 506*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	78 749	81 855	84 961	88 067	91 172	94 278	97 384	100 490	103 596*				
	(Gross pension)	75 650	78 545	81 441	84 337	87 231	90 127	93 023	95 917	98 813*				
	(Total net)	59 337	61 480	63 623	65 766	67 909	70 052	72 195	74 338	76 481*				
	(Net pension)	59 337	61 480	63 623	65 766	67 909	70 052	72 195	74 338	76 481*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	71 810	74 657	77 503	80 349	83 196	86 042	88 888	91 735	94 581*				
	(Gross pension)	69 170	71 826	74 480	77 135	79 790	82 445	85 100	87 755	90 410*				
	(Total net)	54 549	56 513	58 477	60 441	62 405	64 369	66 333	68 297	70 261*				
	(Net pension)	54 549	56 513	58 477	60 441	62 405	64 369	66 333	68 297	70 261*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	66 999	69 232	71 465	73 699	75 932	78 165	80 399	82 632	84 865	87 099	89 332*		
	(Gross pension)	64 779	66 782	68 850	70 933	73 017	75 101	77 184	79 268	81 352	83 435	85 519*		
	(Total net)	51 229	52 770	54 311	55 852	57 393	58 934	60 475	62 016	63 557	65 098	66 639*		
	(Net pension)	51 229	52 770	54 311	55 852	57 393	58 934	60 475	62 016	63 557	65 098	66 639*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	60 025	62 043	64 062	66 081	68 100	70 119	72 138	74 157	76 175	78 194	80 213	82 232	84 251*
	(Gross pension)	58 538	60 347	62 156	63 965	65 774	67 599	69 482	71 364	73 246	75 129	77 011	78 892	80 774*
	(Total net)	46 417	47 810	49 203	50 596	51 989	53 382	54 775	56 168	57 561	58 954	60 347	61 740	63 133*
	(Net pension)	46 417	47 810	49 203	50 596	51 989	53 382	54 775	56 168	57 561	58 954	60 347	61 740	63 133*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	53 520	55 208											
	(Gross pension)	52 285	53 908											
	(Total net)	41 605	42 854											
	(Net pension)	41 605	42 854											
	(NPC)	0	0											

Dependency allowances (US\$ net per annum):

Child	2 083 ^a 2 217 ^b
Except for the first dependent child of a single, widowed or divorced staff member	2 879 ^a 3 246 ^b
Dependent spouse	3 336 ^a 3 562 ^b
Secondary dependant	1 257 ^a 1 307 ^b 1 318 ^c

Language allowances (to be included in pensionable remuneration)
(US\$ net per annum):

First language	2 172
Second language	1 086

^a Payable to staff who become eligible on or after 1 September 2006.

^b Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.

^c Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 March 2011

Level	S T E P S						
	I	II	III	IV	V	VI	VII*
TC-8 (Gross)	85 372	88 336	91 300	94 264	97 228	100 191	103 155
(Gross pension)	81 825	84 587	87 350	90 114	92 877	95 639	98 403
(Total net)	63 907	65 952	67 997	70 042	72 087	74 132	76 177
(Net pension)	63 907	65 952	67 997	70 042	72 087	74 132	76 177
(NPC)	0	0	0	0	0	0	0
TC-7 (Gross)	80 028	82 822	85 616	88 410	91 204	93 999	96 793
(Gross pension)	76 838	79 444	82 049	84 655	87 260	89 866	92 471
(Total net)	60 219	62 147	64 075	66 003	67 931	69 859	71 787
(Net pension)	60 219	62 147	64 075	66 003	67 931	69 859	71 787
(NPC)	0	0	0	0	0	0	0
TC-6 (Gross)	74 683	77 306	79 929	82 552	85 175	87 799	90 422
(Gross pension)	71 856	74 301	76 747	79 194	81 639	84 085	86 531
(Total net)	56 531	58 341	60 151	61 961	63 771	65 581	67 391
(Net pension)	56 531	58 341	60 151	61 961	63 771	65 581	67 391
(NPC)	0	0	0	0	0	0	0
TC-5 (Gross)	69 359	71 809	74 258	76 707	79 157	81 606	84 055
(Gross pension)	66 900	69 174	71 459	73 744	76 029	78 314	80 599
(Total net)	52 858	54 548	56 238	57 928	59 618	61 308	62 998
(Net pension)	52 858	54 548	56 238	57 928	59 618	61 308	62 998
(NPC)	0	0	0	0	0	0	0
TC-4 (Gross)	64 028	66 307	68 587	70 867	73 146	75 426	77 706
(Gross pension)	62 126	64 169	66 211	68 298	70 424	72 550	74 676
(Total net)	49 179	50 752	52 325	53 898	55 471	57 044	58 617
(Net pension)	49 179	50 752	52 325	53 898	55 471	57 044	58 617
(NPC)	0	0	0	0	0	0	0
TC-3 (Gross)	58 777	60 803	62 917	65 032	67 146	69 261	71 375
(Gross pension)	57 338	59 234	61 129	63 025	64 919	66 815	68 773
(Total net)	45 495	46 954	48 413	49 872	51 331	52 790	54 249
(Net pension)	45 495	46 954	48 413	49 872	51 331	52 790	54 249
(NPC)	0	0	0	0	0	0	0
TC-2 (Gross)	53 823	55 630	57 436	59 243	61 126	63 064	65 001
(Gross pension)	52 578	54 314	56 051	57 787	59 524	61 261	62 997
(Total net)	41 829	43 166	44 503	45 840	47 177	48 514	49 851
(Net pension)	41 829	43 166	44 503	45 840	47 177	48 514	49 851
(NPC)	0	0	0	0	0	0	0
TC-1 (Gross)	48 820	50 469	52 118	53 766	55 415	57 064	58 712
(Gross pension)	47 771	49 356	50 940	52 525	54 111	55 695	57 280
(Total net)	38 127	39 347	40 567	41 787	43 007	44 227	45 447
(Net pension)	38 127	39 347	40 567	41 787	43 007	44 227	45 447
(NPC)	0	0	0	0	0	0	0

Dependency allowances (US\$ net per annum):

Child	2 083 ^a 2 217 ^b
Except for the first dependent child of a single, widowed or divorced staff member	2 879 ^a 3 246 ^b
Dependent spouse	3 336 ^a 3 562 ^b
Secondary dependant	1 257 ^a 1 307 ^b 1 318 ^c

Language allowances (to be included in pensionable remuneration)
(US\$ net per annum):

First language	2 172
Second language	1 086

^a Payable to staff who become eligible on or after 1 September 2006.

^b Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.

^c Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.