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GENERAL  
ST/SGB/Staff Rules/1/Rev.6/Amend.1  
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## SECRETARY-GENERAL'S BULLETIN

To: Members of the staff  
Subject: STAFF RULES

1. Staff rules 101.1 through 112.8 applicable to all staff members except those specified in rule 101.1, published in document ST/SGB/Staff Rules/1/Rev.6 and Corr.1, are hereby amended for the purposes described below.

2. A new rule 103.0 and a new appendix F (Headquarters) are introduced and rule 103.23, Dependency allowances, is amended to reflect the decision taken by the General Assembly in its resolution 38/234 of 20 December 1983 to grant the status of staff members to 48 full-time language teachers.

3. Rule 103.20, Education grant, is amended to reflect the decision taken by the General Assembly in its resolution 38/232 of 20 December 1983 to revise the scale of reimbursement of educational expenses and to change the rate of exchange to be used as a currency floor effective, respectively, 1 January 1983 and 1 March 1983.

4. In addition, a number of other amendments are made as explained in paragraphs 5 to 8 below.

5. Rules 103.5, Non-resident's allowance; 109.4, Termination indemnity; 109.5, Repatriation grant; 109.8, Commutation of accrued annual leave; 109.10, Last day for pay purposes, and appendix B (Headquarters) are amended with effect from 1 September 1983 to reflect the new policy with regard to non-resident's allowance adopted pursuant to a decision taken by the International Civil Service Commission.

6. Rule 103.18, Deductions and contributions, is amended to provide for deductions of contributions to a staff representative body established pursuant to staff regulation 8.1.

7. Rule 111.1, Establishment, is amended to provide for the establishment of a Joint Appeals Board at Nairobi as well as at other duty stations which may be designated by the Secretary-General when the circumstances warrant it.

8. Appendix B (Headquarters) is amended with effect from 1 October 1983 to increase the rate of payment for overtime on the seventh day of the scheduled work week and to clarify that alternative compensation in the form of the compensatory time off shall be at twice the rate when payment would have been at that rate.

9. The above new rules and amended rules shall be provisional until the requirements of staff regulations 12.3 and 12.4 are met.

10. In addition, staff rule 108.2, Joint staff-management machinery, is amended to clarify its meaning pursuant to a request made by the General Assembly for the review of that text.

11. Changes are also made to the text of the Staff Regulations which precedes each chapter of the related rules. The purpose of these changes is to incorporate the amendments to staff regulation 3.2 on education grant, effective 1 January 1984, approved by the General Assembly in its resolution 39/245 of 18 December 1984, and the amendments to staff regulation 3.3 on staff assessment and annex I to the Staff Regulations on salary scales and post adjustments schedules, effective 1 January 1985, approved by the General Assembly in its resolutions 39/69 of 13 December 1984 and 39/236 of 18 December 1984. These amendments will also be published separately in document ST/SGB/Staff Regulations/Rev.16.

12. New pages 13, 14, 17-20, 25-32, 85, 86, 91-96, 105, 106, 117-122, 135, 136 and 139-141 are transmitted herewith for insertion in the Staff Rules.



Javier PÉREZ DE CUÉLLAR  
*Secretary-General*

### Article III

#### SALARIES AND RELATED ALLOWANCES

**REGULATION 3.1:** *Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present regulations.*

**REGULATION 3.2:** *The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the first \$6,000 of admissible educational expenses, up to a maximum grant of \$4,500. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist which provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.*

*The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his own.*

*The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him/her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him/her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the educational expenses actually incurred, up to a maximum of \$6,000.*

**REGULATION 3.3:** *(a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff engaged at locality rates.*

(b) (i) The assessment shall be calculated at the following rates for staff whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Total assessable payments (US dollars)	Assessment (per cent)	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First \$16,000 per year .....	14.7	19.2
Next \$4,000 per year .....	31.0	36.0
Next \$4,000 per year .....	34.0	39.0
Next \$4,000 per year .....	37.0	42.0
Next \$5,000 per year .....	39.0	44.2
Next \$5,000 per year .....	42.0	47.2
Next \$5,000 per year .....	44.0	49.4
Next \$6,000 per year .....	47.0	52.1
Next \$6,000 per year .....	50.0	55.0
Next \$6,000 per year .....	52.0	57.0
Next \$7,000 per year .....	53.5	58.1
Next \$7,000 per year .....	55.0	59.4
Next \$7,000 per year .....	56.0	60.4
Next \$8,000 per year .....	57.0	62.1
Next \$10,000 per year .....	59.0	64.5
Next \$10,000 per year .....	60.5	66.5
Next \$10,000 per year .....	62.0	68.5
Remaining assessable payments	63.5	71.0

(ii) The assessment shall be calculated at the following rates for staff whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (US dollars)	Assessment (per cent)
First \$2,000 per year .....	7
Next \$2,000 per year .....	11
Next \$2,000 per year .....	15
Next \$2,000 per year .....	19
Next \$4,000 per year .....	22
Next \$4,000 per year .....	25
Next \$4,000 per year .....	28
Next \$6,000 per year .....	32

### **Chapter III**

## **SALARIES AND RELATED ALLOWANCES**

### **Rule 103.0**

#### **SALARY SCALES FOR LANGUAGE TEACHERS**

The Secretary-General shall set the salary scales and conditions of salary increments for staff members appointed as language teachers and these rates and conditions shall be published in the appendix F to these Rules applicable to the duty station.

### **Rule 103.1**

#### **SALARY SCALES FOR FIELD SERVICE PERSONNEL**

The salary scales and conditions of salary increments for members of the Field Service shall be those set forth in the appendix A (Field Service) to these Rules.

### **Rule 103.2**

#### **SALARY SCALES FOR GENERAL SERVICE PERSONNEL**

The Secretary-General shall set the salary scales and conditions of salary increments for staff members in the General Service category at each established office, and these rates and conditions shall be published in the appendix B to these Rules applicable to the duty station.

### **Rule 103.3**

#### **WAGE RATES FOR MANUAL WORKERS**

The Secretary-General shall set wage rates and conditions of wage increments for manual workers at each established office, and these rates and conditions shall be published in the appendix B to these Rules applicable to the duty station.

### **Rule 103.4**

#### **SALARY AND WAGES FOR LOCALLY RECRUITED MISSION PERSONNEL**

The Secretary-General shall set salary or wage rates for personnel specifically recruited for service with a mission from within the general area of the mission.

## Rule 103.5

### NON-RESIDENT'S ALLOWANCE

(a) Staff members in the General Service category serving at designated duty stations who have been recruited from outside the country in which the duty station is located or in respect of whom the United Nations assumes an obligation to repatriate shall receive a non-resident's allowance under conditions determined by the Secretary-General, provided that in no case shall the allowance be paid to a staff member whose nationality within the meaning of rule 104.8 is that of the country of the duty station or to a staff member while he or she is excluded under rule 104.7. The non-resident's allowance shall be payable at the rate of \$2,400 a year for a staff member with no dependent spouse or child and at the rate of \$3,000 a year for a staff member with a dependent spouse or child. The allowance shall be paid for a maximum period of five years at the duty station. Where both husband and wife are staff members entitled to the non-resident's allowance, the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse.

(b) Members of the Field Service and staff members recruited specifically for service with a mission shall not be eligible for the non-resident's allowance.

(c) The non-resident's allowance shall not be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions; overtime and night differential compensation; payments and indemnities on separation.

(d) As a transitional measure, staff members who were in receipt of a non-resident's allowance on 31 August 1983 may continue, while eligible, to receive the non-resident's allowance at the rate and in accordance with the provisions in effect before 1 September 1983.

## Rule 103.6

### LANGUAGE ALLOWANCE

(a) A staff member in the General Service category or in the Field Service category below level 6 shall be paid a language allowance if he or she passes a test, prescribed for this purpose, in any official language other than the language in which the staff member is required to be proficient by the terms of his or her appointment, unless, in the case of staff members in the General Service category, the entitlement is specifically excluded in the appendix B to these Rules applicable to the duty station. No staff member shall be paid a language allowance for more than two official languages.

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

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

(d) The amount of the allowance payable at each duty station shall be determined by the Secretary-General, provided that the amount payable for a second language shall be half the amount payable for the first additional language. The amount of the allowance payable to staff in the Field Service category and in the General Service category shall be shown respectively in the appendix A to these Rules and the appendix B to these Rules applicable to the duty station.

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

### Rule 103.7

#### POST ADJUSTMENT

(a) Subject to paragraph (d) below, post adjustments under annex 1, paragraph 9, of the Staff Regulations shall be applied in accordance with the schedules set out in that annex in the case of staff members in the Professional category and above who are assigned to a duty station for one year or more.

- (b)
- (i) The rate of post adjustment shown on the schedules for staff members with dependants shall apply to a staff member if his or her spouse is recognized as a dependant under rule 103.24 or if it is recognized that the staff member provides substantial and continuing support of one or more of his or her children.
  - (ii) Where both husband and wife are staff members in the Professional category or above, post adjustment shall be paid to each at the single rate unless they have a dependent child or children. In that case the dependency rate of post adjustment shall be paid to the spouse having the higher salary level and the single rate of post adjustment to the other spouse.
  - (iii) The higher rate of post adjustment shall be paid in accordance with the above provisions, regardless of where the dependants reside.

(c) The schedules of post adjustments referred to in paragraph (a) above shall be applied to each duty station according to the classification established for the purpose.

(d) While the salary of a staff member is normally subject to the post adjustment of his or her duty station during assignments for one year or more, alternative arrangements may be made by the Secretary-General under the following circumstances:

- (i) A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he or she has

been serving may continue to receive for up to six months the post adjustment applicable to the former duty station while the members of his or her immediate family (spouse and children) remain at that duty station.

- (ii) When a staff member is assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to apply the post adjustment applicable to the duty station and, if appropriate, to pay an installation grant under rule 107.20 and an assignment allowance under rule 103.22 or, in lieu of the above, to authorize appropriate subsistence payments.
- (iii) When the Secretary-General designates an assignment as a special mission assignment under rule 103.21 (a), with provision for mission subsistence allowance, the post adjustment for the mission area will not be applicable.

(e) At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by the Government or by a related institution, staff members who have to rent housing accommodation at substantially higher commercial rates will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General.

#### Rule 103.8

### SALARY AND WAGE INCREMENTS

(a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Secretary-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.

(b) Notwithstanding paragraph (a) of this rule, in the absence of exceptional circumstances, staff members holding probationary appointments shall become eligible for a second salary increment only after they have been granted permanent or regular appointments or if their probationary periods have been extended. Salary increments granted under this paragraph shall become effective in accordance with the provisions of paragraph (c) hereunder.

(c) Salary and wage increments shall be effective on the first day of the pay period in which the service requirements are completed, provided that the period of service may be shortened to meet the requirements of rule 103.9 and that such increments shall not be effective earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay. No increment shall be paid in the case of staff members whose services will cease during the month in which the increment would otherwise have been due.



## **Rule 103.17**

### **STAFF ASSESSMENT**

**(a)** In application of the staff assessment plan under staff regulation 3.3:

- (i)** Salaries for staff members in the Professional and higher categories and for Field Service personnel shall be subject to the assessment rates specified in paragraph *(b)* (i) of that regulation;
- (ii)** Salaries or wages for staff members in the General Service category, for Manual Workers and for locally recruited mission personnel shall be subject to the assessment rates specified in paragraph *(b)* (ii) of that regulation.

**(b)** The dependency rates of staff assessment under staff regulation 3.3 *(b)* (i) shall apply when:

- (i)** The staff member's spouse is recognized as a dependant under rule 103.24; or
- (ii)** The staff member provides substantial and continuing support to one or more of his or her children.

**(c)** Where both husband and wife are staff members whose salaries are subject to the staff assessment rates specified in staff regulation 3.3 *(b)* (i), staff assessment shall apply to each at the single rate. If they have a dependent child or children, the dependency rate shall apply to the spouse having the higher salary level and the single rate to the other spouse.

## **Rule 103.18**

### **DEDUCTIONS AND CONTRIBUTIONS**

**(a)** There shall be deducted, each pay period, from the total payments due to each staff member:

- (i)** Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 3.3 and rule 103.17;
- (ii)** Contributions to the United Nations Joint Staff Pension Fund in accordance with article 25 of the Regulations of the United Nations Joint Staff Pension Fund and rule 103.16.

**(b)** Deductions from salaries, wages and other emoluments may also be made for the following purposes:

- (i)** for contributions, other than to the United Nations Joint Staff Pension Fund, for which provision is made under these Rules;
- (ii)** For indebtedness to the United Nations;

- (iii) For indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General;
- (iv) For lodging provided by the United Nations, by a Government or by a related institution.
- (v) For contributions to a staff representative body established pursuant to staff regulation 8.1, provided that each staff member has the opportunity to withhold his or her consent to, or at any time to discontinue, such deduction, by notice to the Secretary-General.

#### Rule 103.19

(Cancelled)

#### Rule 103.20

### EDUCATION GRANT

#### *Definitions*

(a) For the purposes of this rule:

- (i) "Child" means a child of a staff member who is dependent upon the staff member for main and continuing support. "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.
- (ii) "Home country" means the country of home leave of the staff member under rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent.
- (iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

#### *Eligibility*

(b) A staff member who is regarded as an international recruit under rule 104.7 and whose duty station is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. If such a staff member is reassigned to a duty station within his or her home country, he or she may receive the education grant for the balance of a school year, not exceeding one full school year after his or her return from expatriate service. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded

under rule 104.6 as a local recruit at his or her normal official duty station. The grant shall not, however, be payable in respect of:

- (i) Attendance at a kindergarten or nursery school at the pre-primary level;
  - (ii) Attendance at a free school or one charging only nominal fees at the duty station;
  - (iii) (Cancelled)
  - (iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;
  - (v) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available;
  - (vi) Vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.
- (c) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier.
- (ii) The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

#### *Amount of the grant*

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

- (i) Where the institution provides board for the child, 75 per cent of the cost of attendance and board up to \$6,000 per year, with a maximum grant of \$4,500 a year;
- (ii) Where the institution does not provide board, \$1,500 plus 75 per cent of the cost of attendance up to \$4,000 per year, with a maximum grant of \$4,500 a year.

(e) In the case of attendance at an educational institution at the duty station:

- (i) The amount of the grant shall be 75 per cent of the cost of attendance up to \$6,000 per year, with a maximum grant of \$4,500 a year;
- (ii) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) above.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

#### *Travel*

(h) A staff member to whom an education grant is payable under paragraph (d) or under subparagraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

- (i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;
- (ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;
- (iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

However, in the case of staff members serving at designated duty stations, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave.

#### *Tuition of the mother tongue*

(i) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under the second paragraph of staff regulation 3.2.

#### *Claims*

(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

#### *Rates of exchange*

(k) For the purpose of applying the scales of reimbursement set out in paragraphs (d) and (e) above, when the expenses incurred are in a currency other than the United States dollar, the rate of exchange to be used shall be whichever rate yields more units of the other currency: the United Nations operational rate of exchange in effect on 1 March 1983 or on the date when the reimbursement is made.

### *Special education grant for disabled children*

(l) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(m) The amount of the grant shall be 100 per cent of the educational expenses actually incurred up to a maximum grant of \$6,000 per year. If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed \$6,000 per year. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.

(n) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years.

(o) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

(p) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

(q) The provision concerning the rates of exchange contained in paragraph (k) above shall also apply to the computation and payment of the special education grant for disabled children.

### **Rule 103.21**

#### **SALARY AND ALLOWANCES DURING MISSION ASSIGNMENTS**

(a) The Secretary-General may designate special mission assignments, including assignments for periods of one year or more, during which a mission

subsistence allowance shall be authorized in lieu of assignment allowance under rule 103.22, installation grant under rule 107.20 and any post adjustment to the area applicable under rule 103.7 (a). Where such a designation has been made, the mission subsistence allowance shall be payable to staff members recruited or assigned from outside the area of the mission, and the salaries of staff members assigned from another duty station shall continue to be subject to the post adjustment, if any, applicable at the duty station from which the staff members were assigned.

(b) The Secretary-General shall set the rates and conditions for the mission subsistence allowance payable on each such assignment. Eligible staff members who have a dependent spouse or one or more dependent children may be authorized to receive a higher rate of mission subsistence allowance than staff members not having such dependants. Where both husband and wife are staff members entitled to mission subsistence allowance, the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse. The allowance may be paid wholly or partially in the currency of the mission area or in the form of provision of food and/or lodging in kind.

(c) The Secretary-General may pay a clothing allowance to staff members who are assigned to service with a mission in a tropical or arctic area. The United Nations shall provide uniforms and accessories, but no clothing allowance, to members of the Field Service who are required to wear them.

#### Rule 103.22

### ASSIGNMENT ALLOWANCE

(a) Subject to the provisions of rules 103.21 and 107.27, an assignment allowance shall be paid to a staff member in the Professional category and above who is appointed or assigned to a duty station outside his or her home country for a specified period of service under the following circumstances:

- (i) The allowance will be authorized when the fixed-term appointment or temporary assignment is for a period of one year or more but less than two years;
- (ii) The allowance may be authorized when the fixed-term appointment or temporary assignment is for a period of two years or more but less than five years. Normally, the allowance will be paid in the case of service at a duty station in the field, whereas removal costs under rule 107.27 will be paid in the case of service at a duty station in a city where the headquarters of the United Nations, a specialized agency or the International Atomic Energy Agency is located.

(b) The allowance shall not be paid to a staff member for more than five years in respect of service at one duty station, except for service at a duty station outside Europe and North America, where the period of entitlement may be extended beyond five years for a period of service not exceeding two years if the staff member is maintained at the same duty station on the initiative of the Organization. After the staff member has been paid the allowance for five years or more at one duty station, he or she shall not be entitled to any payment of removal costs under rule 107.27 (a) to the same duty station.

(c) When a staff member is assigned to a duty station for less than one year, the allowance will normally not be paid. However, appropriate subsistence payments may be made under rule 103.7 (d) (ii) where no assignment allowance is payable.

(d) Where the allowance has been paid for an initial period and the appointment or assignment is extended for additional fixed terms at one duty station, payment of the allowance may be continued.

(e) When an initial fixed-term appointment at one duty station is converted to a probationary appointment, or when an assignment is extended to five years or more, the allowance shall cease, and an entitlement to removal costs shall thereupon commence.

(f) The allowance may, in exceptional cases, be paid to a staff member who, after service of at least two years at a duty station outside his or her home country, is assigned to a duty station within that country.

(g) The assignment allowance shall be payable at the following annual rates:

(i) For assignments to duty stations in Europe, in Canada, in Cyprus, in Malta, in Turkey (European portion) and in the United States of America:

	<i>Single rates \$</i>	<i>Dependency rates \$</i>
P-1 and P-2 .....	1,200	1,500
P-3 and P-4 .....	1,425	1,800
P-5 and above .....	1,650	2,100

(ii) For assignments to all other duty stations:

P-1, P-2, P-3 and P-4 .....	2,400	3,000
P-5 and above .....	2,850	3,600

(h) The dependency rates of the assignment allowance shall be paid to a staff member if either the spouse or a child of the staff member is recognized as dependent upon the staff member for main and continuing support. Where both husband and wife are staff members entitled to assignment allowance, the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse.

#### Rule 103.23

#### DEPENDENCY ALLOWANCES

(a) The rates of dependency allowances applicable to the Field Service category shall be set out in the appendix A to these Rules. The rates of dependency allowances applicable to the General Service and Manual Worker categories shall be set out in the appendix B to these Rules applicable to the duty station. The rates of dependency allowances applicable to the language teachers shall be set out in the appendix F to these Rules applicable to the duty station.

(b) Subject to the provisions of staff regulation 3.4 (a), the full amount of the dependency allowance provided under that regulation and the Staff Rules in respect of a dependent child shall be payable, except where the staff member or his or her spouse receives a direct governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under this rule shall be the approximate amount by which the governmental grant is less than the dependency allowance set out under the Staff Regulations and Staff Rules. In no case shall the sum of the two payments be less than the rate set out under the Staff Regulations and Staff Rules.

(c) Staff members shall be responsible for notifying the Secretary-General in writing of claims for dependency allowance and may be required to support such claims by documentary evidence satisfactory to the Secretary-General. They shall be responsible for reporting to the Secretary-General any change in the status of a dependant affecting the payment of this allowance.

(d) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.

#### Rule 103.24

#### DEFINITION OF DEPENDENCY

For the purposes of the Staff Regulations and Staff Rules:

(a) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General



## **Chapter VIII**

### **STAFF RELATIONS**

#### **Rule 108.1**

#### **STAFF REPRESENTATIVE BODIES**

*Definition.* The term "staff representative bodies", as used in chapter VIII of the Staff Rules, shall be deemed to include staff councils, as referred to in other chapters of the Rules, as well as other corresponding staff representative bodies established in accordance with staff regulation 8.1 (b).

(a) Staff representative bodies shall be established at the following duty stations: Addis Ababa, Baghdad, Bangkok, Geneva, Jerusalem, Nairobi, New York, Santiago and Vienna. Staff representative bodies may also be established at other duty stations, each of which may affiliate with a staff representative body at one of the duty stations specified above. Staff members serving in duty stations where no staff representative body exists may decide to be represented through a staff representative body at one of the specified duty stations.

(b) Each member of the staff may participate in elections to a staff representative body, and all staff serving at a duty station where a staff representative body exists shall be eligible for election to it, subject to any exceptions as may be provided in the electoral regulations drawn up by the staff representative body concerned and meeting the requirements of regulation 8.1 (b).

(c) Polling officers selected by the staff shall conduct the election of the members of each staff representative body, on the basis of the electoral regulations of the staff representative body concerned, in such a way as to ensure the complete secrecy and fairness of the vote. The polling officers shall also conduct other elections of staff members as required by the Staff Regulations or Rules.

(d) The staff representative bodies shall be entitled to effective participation through their duly elected executive committees, in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies, and shall be entitled to make proposals to the Secretary-General on behalf of the staff.

(e) In accordance with the principle of freedom of association, staff members may form and join associations, unions or other groupings. However, formal contact and communication on the matters referred to in paragraph (d) shall be conducted at each duty station through the executive committee of the staff representative body, which shall be the sole and exclusive representative body for such purpose.

(f) General administrative instructions or directives on questions within the scope of paragraph (d) shall be transmitted in advance, unless emergency situations make this impracticable, to the executive committees of the staff representative bodies concerned for consideration and comment before being placed in effect.

## Rule 108.2

### JOINT STAFF-MANAGEMENT MACHINERY

(a) The joint staff-management machinery provided for in regulation 8.2 shall consist of:

- (i) Joint advisory committees or corresponding staff-management bodies, at designated duty stations, normally composed of not less than three and not more than seven staff representatives and an equal number of representatives of the Secretary-General;
- (ii) A Secretariat-wide joint staff-management body composed of equal numbers of representatives of the staff and of representatives of the Secretary-General.

(b) The President of the staff-management bodies referred to in paragraph (a) above shall be selected by the Secretary-General from a list proposed by the staff representatives.

(c) Instructions or directives embodying recommendations made by the bodies referred to in paragraph (a) above shall be regarded as having satisfied the requirements of rule 108.1 (d) and (f).

(d) The joint staff-management bodies referred to in paragraph (a) shall establish their own rules and procedures.

(e) The Secretary-General shall designate secretaries of the joint staff-management bodies referred to in paragraph (a) and shall arrange for such services as may be necessary for their proper functioning.

## Rule 109.4

### TERMINATION INDEMNITY

(a) Payment of termination indemnity under staff regulation 9.3 and annex III to the Staff Regulations shall be calculated:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including:
  - a. language allowance, if any, and
  - b. in respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay, but full months of any such periods exceeding one calendar month shall not be credited as service for indemnity purposes; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(c) Termination indemnity shall not be paid to any staff member who, upon separation from service, will receive a retirement benefit under Article 28 of the United Nations Joint Staff Pension Fund Regulations or compensation for total disability under rule 106.4.

## Rule 109.5

### REPATRIATION GRANT

Payment of repatriation grants under regulation 9.4 and annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

(a) "Obligation to repatriate", as used in annex IV to the Staff Regulations, shall mean the obligation to return a staff member and his or her spouse and dependent children, upon separation, at the expense of the United Nations, to a place outside the country of his or her duty station.

(b) "Home country", as used in annex IV to the Staff Regulations, shall mean the country of home-leave entitlement under rule 105.3 or such other country as the Secretary-General may determine.

(c) Continuous service away from the staff member's home country shall, for the purposes of this rule, exclude service before 1 January 1951. If at any time the staff member was considered to have acquired permanent residence in the country of his or her duty station and subsequently changed from such status, the staff member's continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay, but full months of any such periods shall not be credited as service for the purpose of calculating the amount of the grant payable; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(d) Payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation away from the country of the last duty station. Evidence of relocation shall be constituted by documentary evidence that the former staff member has established residence in a country other than that of the last duty station.

(e) Entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the effective date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to repatriation grant, his or her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse.

(f) (Cancelled)

(g) Payment of the repatriation grant shall be calculated:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including
  - a. language allowance, if any, and
  - b. in respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance, less staff assessment according to the schedule or rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(h) Payment shall be at the rates specified in annex IV to the Staff Regulations.

(i) No payments shall be made to local recruits under rule 104.6 to a staff member who abandons his or her post or to any staff member who is residing at the time of separation in his or her home country while performing official duties. A staff member who, after service at a duty station outside his or her home country, has served at a duty station within that country may be paid on separation, subject to paragraph (d) above, a full or partial repatriation grant at the discretion of the Secretary-General.

(j) A dependent child, for the purpose of repatriation grant, shall mean a child recognized as dependent under rule 103.24 (b) at the time of the staff member's separation from service. The repatriation grant shall be paid at the rate for a staff member with a spouse or dependent child to eligible staff members regardless of the place of residence of the spouse or dependent child.

(k) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto, or, if eligible, at the rate applicable to a staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(l) Loss of entitlement to payment of return travel expenses under rule 107.4 shall not affect a staff member's eligibility for payment of the repatriation grant.

(m) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to return to their home country. If there is one such survivor, payment shall be made at the single rate; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

#### Rule 109.6

#### RETIREMENT

Retirement under article 28 of the United Nations Joint Staff Pension Fund Regulations shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

#### Rule 109.7

#### EXPIRATION OF FIXED-TERM APPOINTMENTS

(a) A temporary appointment for a fixed term shall expire automatically and without prior notice on the expiration date 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 Staff Rules.

#### Rule 109.8

### COMMUTATION OF ACCRUED ANNUAL LEAVE

If, upon separation from service, a staff member has accrued annual leave, the staff member shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 60 working days. The payment shall be calculated:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including:
  - a. language allowance, if any, and
  - b. in respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

#### Rule 109.9

### RESTITUTION OF ADVANCE ANNUAL AND SICK LEAVE

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to the staff member from the United Nations, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if in the opinion of the Secretary-General there are exceptional or compelling reasons for so doing.

#### Rule 109.10

### LAST DAY FOR PAY PURPOSES

(a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

- (i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 109.2 or such other date as the Secretary-General accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods;
- (ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;
- (iii) Upon termination, the date shall be the date provided in the notice of termination;
- (iv) Upon retirement, the date shall be the date approved by the Secretary-General for retirement;
- (v) In the case of summary dismissal, the date shall be the date of dismissal;
- (vi) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

<i>Completed years of service in the Secretariat (as defined in rule 109.4)</i>	<i>Months of extension beyond date of death</i>
3 or less .....	3
4 .....	4
5 .....	5
6 .....	6
7 .....	7
8 .....	8
9 or more .....	9

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). For staff in the Field Service category, the payment shall be calculated on the basis of the staff member's gross salary, adjusted by the movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any. For staff in the General Service and related categories, the payment shall be calculated on the basis of the staff member's pensionable remuneration, including:

- a. language allowance, if any, and
  - b. in respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,
- less staff assessment according to the schedule of rates set forth in staff

regulation 3.3 (b) (ii) applied to the gross salary alone. All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a) (i), (ii) or (iii) above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).

#### Rule 109.11

#### CERTIFICATION OF SERVICE

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



## **Chapter XI**

### **JOINT APPEALS BOARDS**

#### **Rule 111.1**

##### **ESTABLISHMENT**

(a) Joint appeals boards shall be established in New York, Geneva, Vienna, Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

- (i) Chairpersons appointed by the Secretary-General from among a list presented by the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;
- (ii) Members appointed by the Secretary-General;
- (iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Board by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in this chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

## Rule 111.2

### APPEALS

(a) A staff member wishing to appeal an administrative decision, pursuant to staff regulation 11.1, shall, as a first step, address a letter to the Secretary-General, requesting that the administrative decision be reviewed; such a letter must be sent within two months from the date the staff member received notification of the decision in writing. The Secretary-General, in reviewing the administrative decision in question, and with the consent of the staff member, may seek the assistance of a chairperson or member of the appropriate Joint Appeals Board, to be designated by its presiding officer, with a view to reaching a conciliatory conclusion of the matter; this procedure is without prejudice to the right of the staff member to pursue an appeal through the procedure specified in the present rule.

- (i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;
- (ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York, or elsewhere within two months, the staff member may appeal against the original administrative decision within one month of the expiration of the time-limit specified in this subparagraph for the Secretary-General's reply.

(b) Notwithstanding the provisions of paragraph (a) above, a staff member may appeal against a disciplinary action within one month from the time he or she received notification of the decision in writing.

(c) An appeal pursuant to paragraph (a) or (b) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

- (i) In respect of staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such a duty station, it shall be that Board;
- (ii) In respect of former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;
- (iii) In respect of all other staff members and of all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to

## ANNEXES TO THE STAFF REGULATIONS

### Annex I

#### SALARY SCALES AND RELATED PROVISIONS

1. *The Administrator of the United Nations Development Programme, having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of \$US 159,115 per year; the Director-General for Development and International Economic Co-operation shall receive a salary of \$US 159,115 per year; an Under-Secretary-General shall receive a salary of \$US 121,046 per year; and an Assistant Secretary-General shall receive a salary of \$US 107,089 per year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances which are available to staff members generally.*

2. *The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to the Director-General for Development and International Economic Co-operation, to Under-Secretaries-General and Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum amount of such payments is to be determined in the programme budget by the General Assembly.*

3. *Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.*

4. *Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increment above step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.*

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

6. *The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel and to Technical Assistance experts.*

7. *The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.*

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

9. *In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment. Their amounts shall be as shown in the present annex.*

10. *No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.*

**SALARY SCALES FOR PROFESSIONAL AND HIGHER CATEGORIES**  
*showing annual gross and the net equivalent after application of staff assessment*  
(In US dollars) Effective 1 January 1985

Level	Steps											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Under-Secretary-General												
USG Gross ...	121,046											
Net D ...	64,534.95											
Net S ...	58,294.47											
Assistant Secretary-General												
ASG Gross ...	107,089											
Net D ...	59,203.09											
Net S ...	53,865.76											
Director												
D-2 Gross ...	83,262	85,671	88,102	90,606								
Net D ...	49,405.62	50,441.42	51,486.76	52,531.63								
Net S ...	45,387.27	46,300.21	47,221.57	48,156.28								
Principal Officer												
D-1 Gross ...	69,840	72,044	74,220	76,440	78,660	80,843	82,986					
Net D ...	43,461.09	44,452.67	45,431.91	46,416.70	47,393.37	48,353.88	49,286.77					
Net S ...	40,042.12	40,936.75	41,820.23	42,707.33	43,586.34	44,450.80	45,282.51					
Senior Officer												
P-5 Gross ...	60,816	62,578	64,298	65,966	67,655	69,358	71,084	72,800	74,528	76,266		
Net D ...	39,289.74	40,111.89	40,911.51	41,687.05	42,472.50	43,244.07	44,020.98	44,792.89	45,570.57	46,339.97		
Net S ...	36,282.94	37,023.29	37,743.81	38,442.63	39,130.38	39,846.32	40,547.27	41,243.70	41,945.34	42,638.27		
First Officer												
P-4 Gross ...	47,315	48,833	50,433	52,033	53,665	55,216	56,815	58,416	60,096	61,825	63,518	65,151
Net D ...	32,605.00	33,409.31	34,214.67	35,014.45	35,830.41	36,601.51	37,369.44	38,137.50	38,944.13	39,761.48	40,549.06	41,308.32
Net S ...	30,274.93	31,001.84	31,727.01	32,446.81	33,181.17	33,874.73	34,562.66	35,250.72	35,973.32	36,707.55	37,417.22	38,101.37
Second Officer												
P-3 Gross ...	37,613	38,980	40,329	41,639	42,983	44,331	45,878	47,295	48,586	49,910	51,278	52,623
Net D ...	27,293.59	28,066.89	28,822.48	29,555.58	30,308.70	31,076.59	31,843.32	32,594.45	33,278.80	33,952.76	34,636.94	35,309.72
Net S ...	25,473.71	26,173.96	26,856.69	27,519.10	28,199.60	28,893.59	29,586.55	30,265.39	30,883.90	31,491.28	32,107.05	32,712.55
Associate Officer												
P-2 Gross ...	29,815	30,878	31,930	32,987	34,105	35,215	36,336	37,439	38,575	39,731	40,868	
Net D ...	22,675.43	23,323.45	23,965.42	24,609.84	25,259.16	25,902.80	26,552.83	27,192.90	27,839.77	28,487.43	29,124.27	
Net S ...	21,261.03	21,853.80	22,441.05	23,030.54	23,621.68	24,207.61	24,799.37	25,382.05	25,968.74	26,553.95	27,129.38	
Assistant Officer												
P-1 Gross ...	22,315	23,257	24,220	25,194	26,184	27,173	28,191	29,182	30,156	31,098		
Net D ...	17,935.98	18,557.38	19,186.72	19,800.49	20,423.97	21,047.12	21,684.23	22,289.18	22,883.22	23,457.56		
Net S ...	16,900.22	17,474.55	18,055.71	18,620.77	19,194.77	19,768.46	20,354.32	20,907.70	21,451.10	21,976.48		

D = Salary rates applicable to staff members with a dependent spouse or child.  
S = Salary rates applicable to staff members with no dependent spouse or child.

*Schedules of post adjustments (amount per index point in US dollars)*

Effective 1 January 1985

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

Level	Steps											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Under-Secretary-General												
USGD .....	532.19											
S .....	480.73											
Assistant Secretary-General												
ASGD .....	488.36											
S .....	444.33											
Director												
D-2 D .....	406.81	415.70	424.52	433.32								
S .....	373.72	381.57	389.35	397.08								
Principal Officer												
D-1 D .....	370.99	377.17	382.93	389.09	394.90	401.21	407.19					
S .....	341.81	347.33	352.49	358.00	363.18	368.83	374.11					
Senior Officer												
P-5 D .....	341.73	346.73	351.46	356.29	361.88	366.33	371.99	377.26	382.46	387.31		
S .....	315.57	320.03	324.25	328.56	333.57	337.54	342.63	347.36	352.04	356.37		
First Officer												
P-4 D .....	286.82	293.19	299.60	305.57	312.76	318.02	323.30	328.59	334.12	341.35	348.15	354.70
S .....	266.32	272.06	277.82	283.16	289.64	294.33	299.02	303.72	308.63	315.14	321.26	327.16
Second Officer												
P-3 D .....	240.91	247.85	253.97	259.78	266.34	272.91	279.83	286.44	291.98	297.15	302.68	307.86
S .....	224.85	231.13	236.65	241.88	247.81	253.74	259.99	265.97	270.97	275.61	280.57	285.21
Associate Officer												
P-2 D .....	200.14	206.22	211.49	217.22	222.87	228.58	234.27	239.57	245.26	250.96	256.25	
S .....	187.66	193.23	198.04	203.28	208.42	213.62	218.80	223.61	228.78	233.93	238.70	
* Assistant Officer												
P-1 D .....	159.75	165.14	170.46	175.84	181.21	186.56	192.30	196.90	201.93	206.99		
S .....	150.53	155.50	160.41	165.37	170.31	175.22	180.51	184.70	189.29	193.92		

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

*Schedules of post adjustments (amount per index point in US dollars) (continued)*

Effective 1 January 1985

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

Level	Steps											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Under-Secretary-General												
USGD	.....	515.99										
S	.....	466.10										
Assistant Secretary-General												
ASGD	.....	473.62										
S	.....	430.92										
Director												
D-2	D	394.53	403.10	411.66	420.29							
S	.....	362.44	370.01	377.55	385.14							
Principal Officer												
D-1	D	347.50	355.36	363.18	371.04	378.85	386.42	393.75				
S	.....	320.16	327.25	334.31	341.39	348.42	355.23	361.76				
Senior Officer												
P-5	D	314.23	320.78	327.13	333.25	339.55	345.56	351.81	357.97	364.17	370.28	
S	.....	290.18	296.08	301.80	307.32	312.99	318.41	324.05	329.60	335.20	340.70	
First Officer												
P-4	D	260.83	267.27	273.71	280.11	286.64	292.71	298.73	304.75	311.07	317.64	330.31
S	.....	242.19	248.01	253.81	259.57	265.45	270.90	276.29	281.68	287.34	293.25	299.09
Second Officer												
P-3	D	218.35	224.53	230.57	236.44	242.46	248.60	254.74	260.75	266.22	271.62	277.09
S	.....	203.79	209.38	214.85	220.15	225.58	231.14	236.68	242.12	247.06	251.92	256.85
Associate Officer												
P-2	D	181.20	186.58	191.71	196.87	202.07	207.21	212.42	217.54	222.71	227.89	232.99
S	.....	169.90	174.83	179.52	184.24	188.97	193.65	198.39	203.05	207.74	212.42	217.03
Assistant Officer												
P-1	D	143.42	148.37	153.37	158.35	163.31	168.26	173.37	178.09	182.92	187.65	
S	.....	135.14	139.71	144.32	148.91	153.48	158.04	162.73	167.05	171.48	175.80	

D = Rate applicable to staff members with a dependent spouse or child.  
S = Rate applicable to staff members with no dependent spouse or child.

## *Annex II*

### *LETTERS OF APPOINTMENT*

*(a) The letter of appointment shall state:*

- (i) That the appointment is subject to the provisions of the Staff Regulations and the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;*
- (ii) The nature of the appointment;*
- (iii) The date at which the staff member is required to enter upon his duties;*
- (iv) The period of appointment, the notice required to terminate it and period of probation, if any;*
- (v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;*
- (vi) Any special conditions which may be applicable.*

*(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.*



*HEADQUARTERS*

*Conditions governing compensation for overtime work*

Pursuant to staff rule 103.12, staff members in the General Service category or in the Manual Worker category who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

- (i) Overtime at Headquarters means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays, provided that such work has been authorized by the proper authority.
- (ii) The scheduled work day at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled work week, less one hour for a meal.
- (iii) The scheduled work week at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days.
- (iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled work day up to a total of eight hours of work on the same day. Subject to the exigencies of the service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place.
- (v) Compensation shall take the form of payment at the straight time rate in respect of each hour in excess of 40 hours if, at the time of a review to be conducted three times a year, it is ascertained that a staff member has accumulated more than 40 hours of compensatory time off which could not be authorized because of the exigencies of service. The remaining entitlement to 40 hours of compensatory time off will be counted as part of the staff member's accumulated entitlement at the time of the next review.
- (vi) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work of any day of the scheduled work week, or when it takes place on the sixth or seventh day of the scheduled work week.
- (vii) Compensation for overtime shall take the form of an additional payment when it takes place on an official holiday, provided that the Secretary-General may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event, the Secretary-General shall set another working day to be observed as the holiday, and the holiday falling during the period of exigency shall be treated as a normal working day.

- (viii) (a) The additional payment referred to in subparagraph (vi) above shall be made at the rate of one-and-one-half times the aggregate of the staff member's base salary or wage and language allowance, if any, except that if the overtime takes place on a Sunday or on the seventh day of the scheduled work week, the rate of the additional payment shall be twice the aggregate. In the latter case, overtime which takes place on a Sunday will be subject to compensation at the straight or one-and-a-half-time rate, as appropriate.
- (b) The additional payment referred to in subparagraph (vii) above shall be made at the rate of twice the aggregate of the staff member's base salary or wage and language allowance, if any.
- (c) In respect of staff who are in receipt of non-resident's allowance under rule 103.5 (d), this allowance shall be taken into account in determining the payments under (a) and (b) above.
- (ix) Subject to the exigencies of service, compensatory time off may be granted, as appropriate, at a time-and-a-half rate or at twice the normal rate in lieu of compensation by additional payment at the time-and-a-half rate or at twice the normal rate under subparagraphs (vi) and (vii) above if the staff member so requests.
- (x) Compensation for overtime shall be reckoned to the nearest half-hour; casual overtime of less than one half-hour on any day during the scheduled work week shall be disregarded. A staff member who is required to work on the sixth or seventh day of the week or on an official holiday shall receive no less than four hours of overtime compensation.
- (xi) In the interests of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than 40 hours of overtime during any one month, except where unusual exigencies of the service so require.

#### *Conditions governing night differential*

(i) Pursuant to rule 103.13, staff members at Headquarters shall receive, for any regular working hours between 6 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 language allowance and post adjustment, if any, provided that no such differential shall be paid for any part of the tour of duty that begins between 6 a.m. and 9.30 a.m. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), this allowance shall be taken into account in determining the night differential.

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

(iii) The average amount of night differential received by a staff member during the six months immediately preceding the period in which he or she takes annual or sick leave shall be reflected in the emoluments he or she receives during the leave period, provided 120 hours or more were compensated by night differential during the preceding six-month period.

(iv) A staff member whose regular working hours entitle him or her to receive night differential in accordance with (i) above, and who works

particular case, whether further special leave without pay will be granted and whether re-employment rights shall be maintained.

(h) If the staff member's absence on special leave without pay appears likely to last six months or more, the United Nations will pay, if so requested, for transporting the staff member's spouse and dependent children to the staff member's place of entitlement and for their return travel after the staff member's return to active duty with the Secretariat, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.

(i) The United Nations shall not continue its contribution to the Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.

(j) The provisions of rule 106.4 relating to illness, accident or death attributable to the performance of official duties on behalf of the United Nations shall not be applicable during periods of military service.

(k) The Secretary-General may, if the circumstances of the military service appear to warrant it, credit the staff member's period on special leave without pay for military service in fixing the salary step upon the staff member's return to active duty with the Secretariat.

(l) The Secretary-General may apply such of the foregoing provisions as are appropriate in the case of a staff member who, with the advance approval of the Secretary-General, volunteers for military service or requests a waiver of immunity under section 18 (c) of the Convention on Privileges and Immunities of the United Nations.

***Appendix D to the Staff Rules***

(ST/SGB/Staff Rules/Appendix D/Rev.1)

*Rules governing compensation in the event of death,  
injury or illness attributable to the performance of  
official duties on behalf of the United Nations*

and

***Appendix E to the Staff Rules***

(ST/SGB/Staff Rules/Appendix E/Rev.1)

*Medical expense assistance plan for locally recruited  
General Service and related categories of staff  
at designated United Nations offices*

are issued as separate documents.

*Appendix F*  
**HEADQUARTERS**

*Salary scales for language teachers*  
(In US dollars) Effective 1 January 1984

Level	Steps				
	I	II	III	IV	V
Language teacher					
Gross .....	26,862	28,015	29,169	30,323	31,477
Net .....	20,600	21,350	22,100	22,850	23,600

*Dependency allowances:*

*Language allowance:* Not entitled

Dependent spouse ..... \$ 1,200  
 Dependent child ..... 606  
 Except for first dependent child  
 of widowed or divorced staff  
 member ..... 1,200  
 Secondary dependant ..... 630

*Increments:* Salary increments shall be awarded annually on the basis of satisfactory service

*Work schedule:*

(a) The yearly schedule of work of language teachers shall consist of three terms of 13 weeks each. There will be a summer recess and scheduled breaks between terms. Annual leave will be taken during the recess and the breaks between terms. Absence during the recess and breaks between terms in excess of the staff member's annual leave entitlement will be treated as special leave with full pay.

(b) The weekly schedule of work of language teachers shall consist of an average of 15 hours of teaching, an equivalent number of hours to be spent in the preparation of classes and correction of homework, and the remaining hours of the normal work week to be spent in pedagogical work, as required by the Secretary-General.