

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff
Subject: STAFF RULES

1. Appendix B (Headquarters) to the Staff Rules (ST/SGB/Staff Rules/1/Rev.6) is hereby amended for the following purposes:

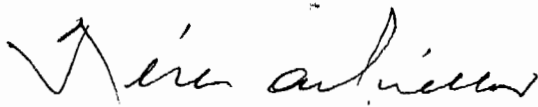
(a) To record the revised salary scales, the revised rates of dependency allowances and the revised rates of language allowances for the General Service, Security Service, Public Information Assistants and Tour Co-ordinators/ Supervisors, and Trades and Crafts categories at Headquarters, effective 1 February 1984;

(b) To show the revised salary scales and the revised rate of dependent child allowance for the General Service, Security Service, Public Information Assistants and Tour Co-ordinators/Supervisors, and Trades and Crafts categories at Headquarters, effective 1 February 1985. Pending the finalization of the classification exercise, the salary scales are applied as a preliminary interim measure on the basis of each staff member's grade and step as of 1 February 1984 and 1 February 1985, respectively;

(c) To bring the provisions on overtime, included in the scale for Public Information Assistants and Tour Co-ordinators/Supervisors effective 1 February 1984, into line with the provisions in subparagraph (viii) on Conditions governing compensation for overtime work of Appendix B (Headquarters), by providing for payment at twice the rate of the base salary in case of overtime on the seventh day of the scheduled work week;

(d) To delete in the scale for Public Information Assistants and Tour Co-ordinators/Supervisors effective 1 February 1985 the detailed provisions concerning the conditions of service of half-time Public Information Assistants which are now governed, as appropriate, by the arrangements established by the Secretary-General for part-time employment for all categories of staff.

2. New pages 131, 131a, 132, 132a, 133, 133a, 133b, 134 and 134a are transmitted herewith for insertion in the Staff Rules.



Javier PÉREZ DE CUÉLLAR
Secretary-General

Appendix B
HEADQUARTERS
Salary scale for the General Service category
showing annual gross and net after application of staff assessment

(US dollars)

Effective 1 February 1985

| Level | Steps | | | | | | | | | |
|-------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | I | II | III | IV | V | VI | VII | VIII | IX | X |
| G-7 | Gross 32,808 | 34,306 | 35,805 | 37,303 | 38,842 | 40,417 | 41,992 | 43,566 | 45,141 | 46,740 |
| | Net 24,441 | 25,370 | 26,299 | 27,228 | 28,157 | 29,086 | 30,015 | 30,944 | 31,873 | 32,802 |
| G-6 | Gross 29,197 | 30,491 | 31,785 | 33,131 | 34,487 | 35,844 | 37,200 | 38,585 | 40,010 | 41,436 |
| | Net 22,118 | 22,959 | 23,800 | 24,641 | 25,482 | 26,323 | 27,164 | 28,005 | 28,846 | 29,687 |
| G-5 | Gross 25,965 | 27,132 | 28,302 | 29,471 | 30,640 | 31,809 | 33,026 | 34,252 | 35,477 | 36,703 |
| | Net 20,016 | 20,776 | 21,536 | 22,296 | 23,056 | 23,816 | 24,576 | 25,336 | 26,096 | 26,856 |
| G-4 | Gross 23,169 | 24,181 | 25,193 | 26,214 | 27,272 | 28,331 | 29,389 | 30,448 | 31,506 | 32,592 |
| | Net 18,115 | 18,803 | 19,491 | 20,179 | 20,867 | 21,555 | 22,243 | 22,931 | 23,619 | 24,307 |
| G-3 | Gross 20,638 | 21,554 | 22,471 | 23,387 | 24,303 | 25,219 | 26,142 | 27,100 | 28,058 | 29,017 |
| | Net 16,394 | 17,017 | 17,640 | 18,263 | 18,886 | 19,509 | 20,132 | 20,755 | 21,378 | 22,001 |
| G-2 | Gross 18,439 | 19,222 | 20,006 | 20,835 | 21,665 | 22,494 | 23,324 | 24,153 | 24,982 | 25,811 |
| | Net 14,836 | 15,400 | 15,964 | 16,528 | 17,092 | 17,656 | 18,220 | 18,784 | 19,348 | 19,912 |
| G-1 | Gross 16,481 | 17,189 | 17,897 | 18,606 | 19,314 | 20,024 | 20,734 | 21,444 | 22,154 | 22,864 |
| | Net 13,426 | 13,936 | 14,446 | 14,956 | 15,466 | 15,976 | 16,486 | 16,996 | 17,506 | 18,016 |

For staff members in service
on 31 August 1984

For staff members appointed
on or after 1 September 1984

| | |
|--|----------|
| Dependency allowances: | |
| Dependent spouse | \$ 1,200 |
| Dependent child | 729 |
| Except for first dependent child of a widowed or divorced staff member | |
| Secondary dependant | \$ 1,200 |
| | 630 |

Language allowance (to be included in pensionable remuneration):

First additional language—\$876 net per year;
Second additional language—\$438 net per year.

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

Appendix B (continued)
HEADQUARTERS
Salary scale for the General Service category
showing annual gross and net after application of staff assessment
 (US dollars)
 Effective 1 February 1984

| Level | Steps | | | | | | | | | |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | I | II | III | IV | V | VI | VII | VIII | IX | X |
| G-7 Gross | 31,569 | 32,998 | 34,448 | 35,898 | 37,348 | 38,839 | 40,363 | 41,886 | 43,410 | 44,934 |
| G-7 Net | 23,660 | 24,559 | 25,458 | 26,357 | 27,256 | 28,155 | 29,054 | 29,953 | 30,852 | 31,751 |
| G-6 Gross | 28,109 | 29,362 | 30,614 | 31,866 | 33,117 | 34,485 | 35,798 | 37,111 | 38,446 | 39,825 |
| G-6 Net | 21,411 | 22,225 | 23,039 | 23,853 | 24,667 | 25,481 | 26,295 | 27,109 | 27,923 | 28,737 |
| G-5 Gross | 25,025 | 26,112 | 27,245 | 28,377 | 29,509 | 30,642 | 31,774 | 32,907 | 34,137 | 35,324 |
| G-5 Net | 19,377 | 20,113 | 20,849 | 21,585 | 22,321 | 23,057 | 23,793 | 24,529 | 25,265 | 26,001 |
| G-4 Gross | 22,318 | 23,297 | 24,276 | 25,256 | 26,246 | 27,271 | 28,295 | 29,320 | 30,345 | 31,369 |
| G-4 Net | 17,536 | 18,202 | 18,868 | 19,534 | 20,200 | 20,866 | 21,532 | 22,198 | 22,864 | 23,530 |
| G-3 Gross | 19,875 | 20,754 | 21,641 | 22,528 | 23,415 | 24,301 | 25,188 | 26,078 | 26,966 | 27,854 |
| G-3 Net | 15,870 | 16,473 | 17,076 | 17,679 | 18,282 | 18,885 | 19,488 | 20,091 | 20,694 | 21,297 |
| G-2 Gross | 17,781 | 18,539 | 19,297 | 20,059 | 20,862 | 21,665 | 22,468 | 23,271 | 24,074 | 24,877 |
| G-2 Net | 14,362 | 14,908 | 15,454 | 16,000 | 16,546 | 17,092 | 17,638 | 18,184 | 18,730 | 19,276 |
| G-1 Gross | 15,889 | 16,571 | 17,257 | 17,943 | 18,629 | 19,315 | 20,001 | 20,728 | 21,455 | 22,182 |
| G-1 Net | 12,997 | 13,491 | 13,985 | 14,479 | 14,973 | 15,467 | 15,961 | 16,455 | 16,949 | 17,443 |

Dependency allowances:

| | | |
|--|----------|--|
| Dependent spouse | \$ 1,200 | For staff members appointed on or after 1 September 1984 |
| Dependent child | 706 | |
| Except for first dependent child of a widowed or divorced staff member | 1,200 | |
| Secondary dependant | 630 | |

Language allowance (to be included in pensionable remuneration):
 First additional language—\$876 net per year;
 Second additional language—\$438 net per year.

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

Appendix B (continued)
HEADQUARTERS
Salary scale for the Security Service category
showing annual gross and net after application of staff assessment

(US dollars)

Effective 1 February 1985

| Level | Steps | | | | | | | | | | | |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
| S-7 Gross | 38,719 | 40,432 | 42,146 | 43,859 | 45,573 | 47,332 | 49,105 | 50,879 | | | | |
| S-7 Net | 28,084 | 29,095 | 30,106 | 31,117 | 32,128 | 33,139 | 34,150 | 35,161 | | | | |
| S-6 Gross | 35,587 | 37,106 | 38,658 | 40,254 | 41,851 | 43,447 | 45,044 | 46,663 | | | | |
| S-6 Net | 26,164 | 27,106 | 28,048 | 28,990 | 29,932 | 30,874 | 31,816 | 32,758 | | | | |
| S-5 Gross | 32,489 | 33,897 | 35,305 | 36,713 | 38,127 | 39,607 | 41,086 | 42,566 | | | | |
| S-5 Net | 24,243 | 25,116 | 25,989 | 26,862 | 27,735 | 28,608 | 29,481 | 30,354 | | | | |
| S-4 Gross | 29,445 | 30,678 | 31,912 | 33,202 | 34,495 | 35,789 | 37,082 | 38,395 | | | | |
| S-4 Net | 22,279 | 23,081 | 23,883 | 24,685 | 25,487 | 26,289 | 27,091 | 27,893 | | | | |
| S-3 Gross | 27,375 | 28,342 | 29,308 | 30,274 | 31,240 | 32,216 | 33,229 | 34,242 | | | | |
| S-3 Net | 20,934 | 21,562 | 22,190 | 22,818 | 23,446 | 24,074 | 24,702 | 25,330 | | | | |
| S-2 Gross | 24,418 | 25,254 | 26,095 | 26,971 | 27,846 | 28,722 | 29,597 | 30,472 | | | | |
| S-2 Net | 18,964 | 19,533 | 20,102 | 20,671 | 21,240 | 21,809 | 22,378 | 22,947 | 33,255 | 36,268 | 33,152 | 34,069 |
| S-1 Gross | 21,519 | 22,269 | | | | | | | 25,958 | 26,586 | 31,348 | 24,654 |
| S-1 Net | 16,993 | 17,503 | | | | | | | 23,516 | 24,085 | 24,654 | 25,223 |

Dependency allowances:

| | |
|--|--|
| Dependent spouse | |
| Dependent child | |
| Except for first dependent child of a widowed or divorced staff member | |
| Secondary dependant | |

*For staff members in service
on 31 August 1984*

\$

*For staff members appointed
on or after 1 September 1984*

\$

Language allowance (to be included in pensionable remuneration):

First additional language—\$876 net per year;
 Second additional language—\$438 net per year.

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

Appendix B (continued)
HEADQUARTERS
Salary scale for the Security Service category
showing annual gross and net after application of staff assessment
(US dollars)
Effective 1 February 1984

| Level | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| S-7 Gross | 37,237 | 38,858 | 40,517 | 42,176 | 43,836 | 45,495 | 47,195 | 48,912 | | | | |
| S-7 Net | 27,187 | 28,166 | 29,145 | 30,124 | 31,103 | 32,082 | 33,061 | 34,040 | | | | |
| S-6 Gross | 34,239 | 35,710 | 37,181 | 38,685 | 40,231 | 41,776 | 43,322 | 44,868 | | | | |
| S-6 Net | 25,328 | 26,240 | 27,152 | 28,064 | 28,976 | 29,888 | 30,800 | 31,712 | | | | |
| S-5 Gross | 31,275 | 32,603 | 33,966 | 35,329 | 36,692 | 38,058 | 39,490 | 40,922 | | | | |
| S-5 Net | 23,469 | 24,314 | 25,159 | 26,004 | 26,849 | 27,694 | 28,539 | 29,384 | | | | |
| S-4 Gross | 28,349 | 29,543 | 30,737 | 31,931 | 33,179 | 34,431 | 35,682 | 36,934 | | | | |
| S-4 Net | 21,567 | 22,343 | 23,119 | 23,895 | 24,671 | 25,447 | 26,223 | 26,999 | | | | |
| S-3 Gross | 26,346 | 27,282 | 28,217 | 29,152 | 30,088 | 31,023 | 31,958 | 32,937 | 33,918 | 34,898 | | |
| S-3 Net | 20,265 | 20,873 | 21,481 | 22,089 | 22,697 | 23,305 | 23,913 | 24,521 | 25,129 | 25,737 | | |
| S-2 Gross | 23,526 | 24,337 | 25,147 | 25,957 | 26,803 | 27,651 | 28,498 | 29,346 | 30,194 | 31,042 | 31,889 | 32,773 |
| S-2 Net | 18,358 | 18,909 | 19,460 | 20,011 | 20,562 | 21,113 | 21,664 | 22,215 | 22,766 | 23,317 | 23,868 | 24,419 |
| S-1 Gross | 20,721 | 21,447 | | | | | | | | | | |
| S-1 Net | 16,450 | 16,944 | | | | | | | | | | |

Dependency allowances:

| | |
|--|-------|
| Dependent spouse | 1,200 |
| Dependent child | 706 |
| Except for first dependent child of a widowed or divorced staff member | 1,200 |
| Secondary dependant | 630 |

For staff members appointed on or after 1 September 1984

For staff members in service on 31 August 1984

Language allowance (to be included in pensionable remuneration):
First additional language—\$876 net per year;
Second additional language—\$438 net per year.

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

Appendix B (continued)

HEADQUARTERS

Salary scale for the Public Information Assistants
and Tour Co-ordinators/Supervisors category
showing annual gross and net after application of staff assessment

(US dollars)

Effective 1 February 1985

| Type of post | Steps | | |
|---|-------------|--------|--------|
| | I | II | III |
| Public Information Assistants | Gross | 21,401 | 22,416 |
| | Net | 16,913 | 17,603 |
| Half-time Public Information Assistants | Gross | 10,701 | 11,208 |
| | Net | 8,457 | 8,802 |
| Tour Co-ordinators/Supervisors | Gross | 24,678 | 26,002 |
| | Net | 19,141 | 20,041 |

Reserve Public Information Assistants: They shall be paid by the day in accordance with the above rates.

Dependency allowances:

For staff members appointed
on or after 1 September 1984

| | For staff members in service on 31 August 1984 | For staff members appointed on or after 1 September 1984 |
|---|---|---|
| Dependent spouse | \$ 1,200 | \$ 938 |
| Dependent child | 729 | 729 |
| Except for first dependent child of a widowed or divorced staff member | 1,200 | 938 |
| Secondary dependant | 630 | 484 |

Language allowance: Not entitled.

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 Assistants — 6 months;
- Tour Co-ordinators/Supervisors — 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.

Scheduled work week: The scheduled work week consists of the five days assigned in any calendar week, from Monday to Sunday. Whenever a sixth or seventh consecutive work day is required, regardless of the scheduled work week, a supplementary payment shall be made, respectively, at the rate of one and one half times or twice the rate of the base salary.

Half-time Public Information Assistants: Their contractual status shall be the same as that of full-time Public Information Assistants but their conditions of service shall be modified, as appropriate, in accordance with the arrangements established by the Secretary-General for part-time staff.

Appendix B (continued)
HEADQUARTERS

*Salary scale for the Public Information Assistants
and Tour Co-ordinators/Supervisors category
showing annual gross and net after application of staff assessment*

(US dollars)

Effective 1 February 1984

| Type of post | Steps | | |
|---|--------|--------|--------|
| | I | II | III |
| Public Information Assistants | | | |
| Gross | 20,607 | 21,588 | 22,571 |
| Net | 16,373 | 17,040 | 17,708 |
| Half-time Public Information Assistants | | | |
| Gross | 10,304 | 10,794 | 11,286 |
| Net | 8,187 | 8,520 | 8,854 |
| Tour Co-ordinators/Supervisors | | | |
| Gross | 23,779 | 25,062 | 26,358 |
| Net | 18,530 | 19,402 | 20,273 |

Reserve Public Information Assistants: They shall be paid by the day in accordance with the above rates.

Dependency allowances:

*For staff members appointed
on or after 1 September 1984*

*For staff members in service
on 31 August 1984*

| | \$ | \$ |
|---|-------|-----|
| Dependent spouse | 1,200 | 938 |
| Dependent child | 706 | 706 |
| Except for first dependent child of a widowed or divorced staff member | 1,200 | 938 |
| Secondary dependant | 630 | 484 |

Language allowance: Not entitled.

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

Public Information Assistants — 6 months
Tour Co-ordinators/Supervisors — 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.

Scheduled work week: The scheduled work week consists of the five days assigned in any calendar week, from Monday to Sunday. Whenever a sixth or seventh consecutive work day is required, regardless of the scheduled work week, a supplementary payment shall be made, respectively, at the rate of one and one half times or twice the rate of the base salary.

Half-time Public Information Assistants:

- (i) **Salary:** The salary of half-time Public Information Assistants shall be half that paid to Public Information Assistants. This salary shall be the basis for determination of payments for annual leave; sick leave; maternity leave; commutation of accrued annual leave; entitlements to termination indemnity; compensation for death, illness or injury attributable to service; and any other compensation determined on the basis of salary.
- (ii) **Dependency allowance:** Dependency allowance shall be paid to half-time Public Information Assistants at half the rate applied to Tour Coordinators/Supervisors and Public Information Assistants.
- (iii) **Regular tour of duty:** The regular tour of duty of half-time Public Information Assistants shall be half that expected of Tour Coordinators/Supervisors and Public Information Assistants.
- (iv) **Overtime:** Half-time Public Information Assistants who are required to work in excess of their regular tour of duty shall be remunerated on a pro-rata basis for additional hours worked up to the maximum hours of the normal tour of duty of Tour Coordinators/Supervisors and Public Information Assistants; thereafter and for work required on official holidays, they shall be compensated as otherwise provided in Appendix B.
- (v) For purposes of determining service credit for salary increment, maternity leave and sick leave, every two months of continuous service on a half-time basis shall be counted as one month.

Appendix B (continued)
HEADQUARTERS
Salary scale for the Trades and Crafts category
showing annual gross and net
after application of staff assessment
 (US dollars)
 Effective 1 February 1985

| Level | Steps | | | | | |
|-------|--------------------------|------------------|------------------|------------------|------------------|------------------|
| | I | II | III | IV | V | VI |
| T-8 | Gross Net | 38,246 27,805 | 39,708 28,668 | 41,171 29,531 | 42,634 30,394 | 44,097 31,257 |
| T-7 | Gross Net | 35,650 26,203 | 36,961 27,016 | 38,286 27,829 | 39,664 28,642 | 41,042 29,455 |
| T-6 | Gross Net | 33,066 24,601 | 34,295 25,363 | 35,524 26,125 | 36,753 26,887 | 37,982 27,609 |
| T-5 | Gross Net | 30,552 22,999 | 31,649 23,712 | 32,782 24,425 | 33,932 25,138 | 35,082 25,851 |
| T-4 | Gross Net | 28,068 21,397 | 29,108 22,060 | 30,128 22,723 | 31,148 23,386 | 32,176 24,049 |
| T-3 | Gross Net | 25,641 19,796 | 26,569 20,410 | 27,514 21,024 | 28,458 21,638 | 29,403 22,252 |
| T-2 | Gross Net | 23,287 18,195 | 24,116 18,759 | 24,946 19,323 | 25,775 19,887 | 26,632 20,451 |
| T-1 | Gross Net | 20,931 16,593 | 21,687 17,107 | 22,443 17,621 | 23,199 18,135 | 23,954 18,649 |

*For staff members appointed
on or after 1 September 1984*

*For staff members in service
on 31 August 1984*

Dependency allowances:

| | |
|---|----------|
| Dependent spouse | \$ 1,200 |
| Dependent child | 729 |
| Except for first dependent child of a widowed or divorced staff member | 1,200 |
| Secondary dependant | 630 |

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

Appendix B (continued)
HEADQUARTERS
Salary scale for the Trades and Crafts category
showing annual gross and net
after application of staff assessment
(US dollars)
Effective 1 February 1984

| Level | Steps | | | | | |
|-----------|--------|--------|--------|--------|--------|--------|
| | I | II | III | IV | V | VI |
| T-8 Gross | 35,453 | 36,800 | 38,154 | 39,569 | 40,985 | 42,400 |
| T-8 Net | 26,081 | 26,916 | 27,751 | 28,586 | 29,421 | 30,256 |
| T-7 Gross | 33,031 | 34,300 | 35,569 | 36,839 | 38,114 | 39,447 |
| T-7 Net | 24,579 | 25,366 | 26,153 | 26,940 | 27,727 | 28,514 |
| T-6 Gross | 30,672 | 31,808 | 32,989 | 34,179 | 35,369 | 36,560 |
| T-6 Net | 23,077 | 23,815 | 24,553 | 25,291 | 26,029 | 26,767 |
| T-5 Gross | 28,360 | 29,422 | 30,483 | 31,545 | 32,635 | 33,748 |
| T-5 Net | 21,574 | 22,264 | 22,954 | 23,644 | 24,334 | 25,024 |
| T-4 Gross | 26,049 | 27,037 | 28,025 | 29,012 | 30,000 | 30,988 |
| T-4 Net | 20,072 | 20,714 | 21,356 | 21,998 | 22,640 | 23,282 |
| T-3 Gross | 23,837 | 24,710 | 25,584 | 26,478 | 27,392 | 28,306 |
| T-3 Net | 18,569 | 19,163 | 19,757 | 20,351 | 20,945 | 21,539 |
| T-2 Gross | 21,629 | 22,432 | 23,235 | 24,038 | 24,841 | 25,644 |
| T-2 Net | 17,068 | 17,614 | 18,160 | 18,706 | 19,252 | 19,798 |
| T-1 Gross | 19,451 | 20,151 | 20,884 | 21,616 | 22,349 | 23,081 |
| T-1 Net | 15,565 | 16,063 | 16,561 | 17,059 | 17,557 | 18,055 |

*For staff members appointed
on or after 1 September 1984*

*For staff members in service
on 31 August 1984*

Dependency allowances:

| | |
|---|----------|
| Dependent spouse | \$ 938 |
| Dependent child | 706 |
| Except for first dependent child of a widowed or divorced staff member | \$ 1,200 |
| Secondary dependant | 630 |

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