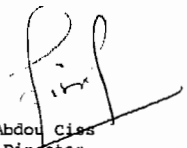


To: Members of the Staff at the
United Nations Office at Geneva

Subject: STAFF RULES

- ... 1. Appendix B (Geneva) to document ST/SGB/Staff Rules/1/Rev.6 is hereby amended to record the changes approved in the salary rates for the General Service category effective 1 April 1985 as set out in document IC/Geneva/3258 of 9 September 1985.
- ... 2. A "new Appendix F (Geneva)" showing the salary scale applicable to the Language Teaching staff effective 1 April 1985 is also attached.
- ... 3. New pages 133 and 141 are transmitted herewith for insertion in the Staff Rules.


Abdou Ciss
Director
Division of Administration

Appendix B (continued)

UNITED NATIONS OFFICE AT GENEVA

SALARY SCALE FOR GENERAL SERVICE CATEGORY (IN SWISS FRANCES)
SHOWING ANNUAL GROSS (G), STAFF ASSESSMENT $\frac{2}{7}$ (SA) AND NET (N) - EFFECTIVE 1 APRIL 1985

Level	Annual net increment	STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	
G.1	1,137	(G)	43,020	44,599	46,271	47,943	49,615	51,287	52,959	54,631	56,303	57,975	59,724
		(SA)	(8,567)	(9,009)	(9,544)	(10,079)	(10,614)	(11,149)	(11,684)	(12,219)	(12,754)	(13,289)	(13,901)
		(N)	34,453	35,590	36,727	37,864	39,001	40,138	41,275	42,412	43,549	44,686	45,823
G.2	1,239	(G)	47,486	49,308	51,130	52,952	54,774	56,596	58,438	60,344	62,250	64,157	66,063
		(SA)	(9,933)	(10,516)	(11,099)	(11,682)	(12,265)	(12,848)	(13,451)	(14,118)	(14,785)	(15,453)	(16,120)
		(N)	37,553	38,792	40,031	41,270	42,509	43,748	44,987	46,226	47,465	48,704	49,943
G.3	1,351	(G)	52,456	54,443	56,430	58,437	60,515	62,594	64,672	66,750	68,829	70,907	73,065
		(SA)	(11,523)	(12,159)	(12,795)	(13,451)	(14,118)	(14,906)	(15,633)	(16,360)	(17,088)	(17,815)	(18,622)
		(N)	40,933	42,284	43,635	44,986	46,337	47,688	49,039	50,390	51,741	53,092	54,443
G.4	1,472	(G)	57,874	60,134	62,398	64,663	66,927	69,192	71,461	73,835	76,210	78,584	80,958
		(SA)	(13,251)	(14,045)	(14,837)	(15,630)	(16,422)	(17,215)	(18,012)	(18,914)	(19,817)	(20,719)	(21,621)
		(N)	44,617	46,089	47,561	49,033	50,505	51,977	53,449	54,921	56,393	57,865	59,337
G.5	1,612	(G)	64,390	66,870	69,350	71,853	74,453	77,053	79,653	82,253	84,859	87,501	90,223
		(SA)	(15,534)	(16,402)	(17,270)	(18,161)	(19,149)	(20,137)	(21,125)	(22,113)	(23,107)	(24,227)	(25,347)
		(N)	48,856	50,468	52,080	53,692	55,304	56,916	58,528	60,140	61,752	63,364	64,976
G.6	1,765	(G)	71,539	74,385	77,232	80,079	82,926	85,825	88,817	91,808	94,800	97,791	100,783
		(SA)	(18,042)	(19,123)	(20,205)	(21,287)	(22,369)	(23,503)	(24,730)	(25,956)	(27,183)	(28,409)	(29,636)
		(N)	53,497	55,262	57,027	58,792	60,557	62,322	64,087	65,852	67,617	69,382	71,147
G.7	1,933	(G)	79,735	82,853	86,034	89,310	92,586	95,862	99,139	102,415	105,800	109,192	112,583
		(SA)	(21,156)	(22,341)	(23,589)	(24,932)	(26,275)	(27,618)	(28,962)	(30,305)	(31,757)	(33,216)	(34,674)
		(N)	58,579	60,512	62,445	64,378	66,311	68,244	70,177	72,110	74,043	75,976	77,909

Dependency benefits:

(in Swiss francs net per annum)

Dependency benefits:

- For a dependent spouse:
- For each dependent child:
- Except for first dependent child of a staff member without a spouse:
- Where there is no dependent spouse, for one dependent parent, brother or sister:
- For staff members who become entitled to the allowance on or after 1 September 1985:
- For staff members in receipt of the allowance on 31 August 1985:

Increments:

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

Language allowance (to be included in pensionable remuneration):

- First additional language
- Second additional language

(in Swiss francs net per annum)

2,808
2,494
4,118
814
1,080

2,182
1,091

UNITED NATIONS OFFICE AT GENEVA

Conditions governing overtime and compensatory time off

(Effective 1 September 1966)

Pursuant to rule 103.12 (a), additional payment or compensatory time off shall be given in accordance with the following provisions to all regular General Service staff who are required to work in excess of their normal hours during any one working week.

General provisions

1. (a) Overtime as defined in (b) and (c) below means time worked over and above the full-time normal working week of 40 hours. The normal working week of 40 hours may be modified by the adoption of a shift or roster system, also of 40 hours, in which case the terms and provisions of (b) and (c) below will apply to the sixth and to the seventh day of the modified working week respectively, and the terms and provisions of paragraph 5 (d) below will apply.
- (b) Ordinary overtime is incurred when work is performed in excess of the normal working day of eight hours and before 9 p.m., or before 12 noon on the sixth day of the working week.
- (c) Special overtime is incurred when a staff member is required to work in excess of the normal working day of eight hours and after 9 p.m., after 12 noon on the sixth day of the working week or on the seventh day of the working week or on official holidays.
- (d) For the purpose of calculating overtime, the length of the full-time normal working week will be reduced by official holidays or by any other authorized absence from duty.

2. The need to incur overtime should always be of a transitory nature to meet urgent or unforeseen circumstances that make it imperative for staff to work beyond normal hours. Any incidence of recurring overtime will be brought to the attention of the Director of Administrative and Financial Services.

3. All overtime should be authorized in advance and subsequently certified by the Chief of the Division or Service concerned, or, in the case of ECE, by the Executive Officer, and in the case of UNHCR and of UNCTAD, by their respective Administrative Officers, who will record and report all overtime at monthly intervals.

Appendix F

UNITED NATIONS OFFICE AT GENEVA

SALARY SCALE FOR LANGUAGE TEACHING STAFF (IN SWISS FRANCES)
SHOWING ANNUAL GROSS (G), STAFF ASSESSMENT */ (SA) AND NET (N) - EFFECTIVE 1 APRIL 1985

Language teaching staff	ANNUAL STEPS												SENIORITY STEPS		
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII		
Gross	69,443	71,673	73,995	76,318	78,640	80,963	83,286	85,652	88,093	90,534	92,974	95,415	97,856		
Staff assessment	(17,303)	(18,093)	(18,975)	(19,858)	(20,740)	(21,623)	(22,506)	(23,432)	(24,433)	(25,434)	(26,434)	(27,435)	(28,436)		
Net	52,140	53,580	55,020	56,460	57,900	59,340	60,780	62,220	63,660	65,100	66,540	67,980	69,420		

Dependency benefits:

- For a dependent spouse:
- For each dependent child:
- Except for first dependent child of a staff member without a spouse:
- Where there is no dependent spouse, for one dependent parent, brother or sister:
- For staff members who become entitled to the allowance on or after 1 September 1985:
- For staff members in receipt of the allowance on 31 August 1985:

(in Swiss francs net per annum)

2,808
2,494
4,118
814
1,080

Salary increments:

- Within the above scale, salary increments shall be awarded on the basis of satisfactory service, and as follows:
- annual steps: steps one to eleven shall be awarded on annual basis
 - seniority steps: steps twelve and thirteen shall be awarded after five years at preceding step.

*/ At operational exchange rate of 2.23 swiss francs per US dollar.