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GENERAL
ST/SGB/Staff Rules/1/Rev.5/Amend.4
1 June 1983

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Staff rules 101.1 through 112.2 applicable to all staff members except those specified in rule 101.1, published in document ST/SGB/Staff Rules/1/Rev.5 and Corr.1 and Amend.1-3, are hereby amended as described below.
2. Rule 108.1, "Staff Council", is replaced by a new rule 108.1 entitled "Staff representative bodies", and rule 108.2, "Joint Advisory Committee", is replaced by a new rule 108.2 entitled "Joint staff-management machinery". The purpose of these amendments is to implement staff regulations 8.1 and 8.2 as revised by the General Assembly in its resolution 37/235 C.
3. Changes are also made to the text of the Staff Regulations, which precedes each chapter of the related rules, to incorporate the amendments to articles III, VIII and XII of the Staff Regulations and to annex IV to the Regulations, approved by the General Assembly in its resolutions 37/126 and 37/235 C and published separately in document ST/SGB/Staff Regulations/Rev.15.
4. The amended staff rules 108.1 and 108.2 shall be effective as from 1 January 1983 and shall be provisional until the requirements of staff regulations 12.3 and 12.4 are met.

5. New pages 15, 81, 83, 84, 107 and 119 are transmitted herewith for insertion in the Staff Rules.

A handwritten signature in black ink, appearing to read 'Javier Pérez de Cuéllar'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Javier PÉREZ DE CUÉLLAR
Secretary-General

(iii) *The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 6 of annex I to the present Regulations.*

(iv) *In the case of staff whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff concerned are approved.*

(c) *In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him.*

(d) *The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.*

(e) *Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X).*

(f) *Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him by the United Nations, the Secretary-General is authorized to refund to him the amount of staff assessment collected from him provided that:*

- (i) *The amount of such refund shall in no case exceed the amount of his income taxes paid and payable in respect of his United Nations income;*
- (ii) *If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;*
- (iii) *Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;*
- (iv) *A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.*

REGULATION 3.4: (a) *Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances as follows:*

- (i) *At \$700 per year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff*

member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

- (ii) Where there is no dependent spouse, a single annual allowance of \$300 per year for either a dependent parent, a dependent brother or a dependent sister. The amount of either of these allowances payable in local currency shall not be less than the local currency equivalent of the dollar amount at the time it was established or last revised.*

(b) If both husband and wife are staff members, one may claim, for dependent children, under (i) above, in which case the other may claim only under (ii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in (a)(i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of annex I to these regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Article VIII

STAFF RELATIONS

REGULATION 8.1: (a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies.

(b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in paragraph 8.1 (a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General.

(c) (Cancelled)

REGULATION 8.2: The Secretary-General shall establish joint staff-management machinery at both local and Secretariat-wide levels to advise him regarding personnel policies and general questions of staff welfare as provided in regulation 8.1.

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. How-

ever, 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, if made with the concurrence of the staff representatives, 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.

Article XII

GENERAL PROVISIONS

REGULATION 12.1: These regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

REGULATION 12.2: Such staff rules and amendments as the Secretary-General may make to implement these regulations shall be provisional until the requirements of regulations 12.3 and 12.4 below have been met.

REGULATION 12.3: The full text of provisional staff rules and amendments shall be reported annually to the General Assembly. Should the Assembly find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the regulations, it may direct that the rule and/or amendment be withdrawn or modified.

REGULATION 12.4: The provisional rules and amendments reported by the Secretary-General, taking into account such modifications and/or deletions which may be directed by the General Assembly, shall enter into full force and effect on 1 January following the year in which the report is made to the Assembly.

REGULATION 12.5: Staff rules shall not give rise to acquired rights within the meaning of regulation 12.1 while they are provisional.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations, as follows:

		<i>Staff member with neither a spouse nor a dependent child at time of separation</i>	
<i>Years of continuous service away from home country</i>	<i>Staff member with a spouse or dependent child at time of separation</i>	<i>Professional and higher categories</i>	<i>General Service category</i>
<i>Weeks of gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment, where applicable¹ or</i>			
<i>Weeks of pensionable remuneration less staff assessment, where applicable²</i>			
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

¹ For staff in the Professional and higher categories and in the Field Service category.

² For staff in the General Service and related categories.

Appendix A
Pensionable remuneration for Professional and higher categories
for purposes of pension benefits and pension contributions
(in US dollars)

Effective 1 October 1981

Level	Steps											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Under-Secretary-General												
USG	123,969											
Assistant Secretary-General												
ASG	110,003											
Director	85,847	88,309	90,843	93,430								
D-2												
Principal Officer	71,640	73,962	76,268	78,588	80,959	83,271	85,521					
D-1												
Senior Officer	62,341	64,167	65,971	67,716	69,460	71,238	73,031	74,825	76,635	78,444		
P-5												
First Officer	48,895	50,474	52,051	53,630	55,219	56,840	58,455	60,069	61,764	63,476	65,188	66,840
P-4												
Second Officer	39,098	40,469	41,826	43,191	44,601	46,042	47,471	48,885	50,223	51,550	52,887	54,211
P-3												
Associate Officer	31,045	32,152	33,267	34,375	35,495	36,625	37,783	38,930	40,080	41,232	42,377	55,569
P-2												
Assistant Officer	23,316	24,294	25,289	26,284	27,311	28,338	29,382	30,393	31,403	32,394		
P-1												