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ST/SGB/Staff Rules/1/Rev.5

Appendix B (Headquarters)/Amend.2

1 May 1980

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Appendix B (Headquarters) of document ST/SGB/Staff Rules/1/Rev.5 is hereby amended for the following purposes:

(a) To record the change authorized in the salary scales for the General Service category, including the Security Service and the Dispatchers and Guides, and for the Manual Workers category, effective 1 August 1979, which supersedes the prior changes effective 1 August 1979 and 1 October 1979 contained in amendment 1 to appendix B, and to incorporate the further change authorized in the salary scales for the same categories of staff, effective 1 February 1980;

(b) In the case of the Manual Workers category, to provide with effect from 1 August 1979 for the award of salary increments, subject to satisfactory service, on an annual basis instead of on the basis of varying waiting periods as heretofore;

(c) To incorporate the revised rates of dependency allowances, effective 1 August 1979;

(d) To increase the language allowance, effective 1 August 1979;

(e) To add, with effect from 1 May 1980, a new step X to the G-4 level in the 1 February 1980 scale. Salary increments to this step shall be awarded to staff members at step IX as of 1 May 1980 according to a phasing-in procedure.

2. New pages 123 to 126 are transmitted herewith for insertion in the Staff Rules.



Kurt WALDHEIM
Secretary-General

Appendix B HEADQUARTERS

Salary scales for General Service category
showing annual gross and net after application of staff assessment

(In US dollars)

Effective 1 February 1980

Level	Step									
	I	II	III	IV	V	VI	VII	VIII	IX	X
Principal										
G-5 Gross	19,434.00	20,345.00	21,255.00	22,165.00	23,075.00	23,986.00	24,972.00	25,957.00	26,943.00	27,930.00
Net	14,432.00	15,024.00	15,616.00	16,207.00	16,799.00	17,391.00	17,983.00	18,574.00	19,166.00	19,758.00
Senior										
G-4 Gross	16,571.00	17,268.00	17,965.00	18,660.00	19,357.00	20,054.00	20,751.00	21,446.00	22,143.00	22,837.00 ¹
Net	12,571.00	13,024.00	13,477.00	13,929.00	14,382.00	14,835.00	15,288.00	15,740.00	16,193.00	16,644.00
Intermediate										
G-3 Gross	14,677.00	15,193.00	15,707.00	16,240.00	16,792.00	17,346.00	17,902.00	18,455.00	19,011.00	19,565.00
Net	11,274.00	11,635.00	11,995.00	12,356.00	12,715.00	13,075.00	13,436.00	13,796.00	14,157.00	14,517.00
Junior										
G-2 Gross	13,017.00	13,479.00	13,941.00	14,404.00	14,867.00	15,329.00	15,790.00	16,272.00	16,769.00	
Net	10,112.00	10,435.00	10,759.00	11,083.00	11,407.00	11,730.00	12,053.00	12,377.00	12,700.00	
Messenger										
G-1 Gross	11,527.00	11,940.00	12,354.00	12,769.00	13,183.00	13,597.00	14,011.00	14,426.00		
Net	9,069.00	9,358.00	9,648.00	9,938.00	10,228.00	10,518.00	10,808.00	11,098.00		

Dependency allowances:

Dependent spouse	\$ 850
Dependent child	400
Except for first dependent child of a widowed or divorced staff member	850
Secondary dependant	450

Language allowance (to be included in pensionable remuneration):

First additional language—\$598 per year net
Second additional language—\$299 per year net

Non-resident's allowance (to be included in pensionable remuneration): \$200 per year net. In no case shall the amount of the non-resident's allowance, when added to the staff member's salary (exclusive of language allowance, if any), bring the total to more than \$16,977 after staff assessment.

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

1 The new step X enters into effect on 1 May 1980. For staff members at step IX of the G-4 level as of 1 May 1980 the increment to the new step X shall be awarded as set out below:

Time spent at Step IX as of 1 May 1980

5 years or more
4 to 4 years and 11 months
3 to 3 years and 11 months
2 to 2 years and 11 months
1 to 1 year and 11 months
less than 1 year

Date of movement to new Step X

1 May 1980
1 June 1980
1 July 1980
1 August 1980
1 September 1980
On completion of 12 months at step IX or 1 October 1980, whichever is later.

Appendix B (continued)
HEADQUARTERS

*Salary scales for General Service category
showing annual gross and net after application of staff assessment*

(In US dollars)

Effective 1 August 1979 (revised)

Level	I	II	III	IV	V	VI	VII	VIII	IX	X
Principal										
G-5 Gross	18,357.00	19,223.00	20,089.00	20,955.00	21,822.00	22,688.00	23,554.00	24,455.00	25,393.00	26,332.00
Net	13,732.00	14,295.00	14,858.00	15,421.00	15,984.00	16,547.00	17,110.00	17,673.00	18,236.00	18,799.00
Senior										
G-4 Gross	15,659.00	16,295.00	16,938.00	17,620.00	18,283.00	18,946.00	19,609.00	20,271.00	20,934.00	
Net	11,961.00	12,392.00	12,823.00	13,253.00	13,684.00	14,115.00	14,546.00	14,976.00	15,407.00	
Intermediate										
G-3 Gross	13,896.00	14,386.00	14,876.00	15,366.00	15,854.00	16,371.00	16,898.00	17,426.00	17,954.00	18,482.00
Net	10,727.00	11,070.00	11,413.00	11,756.00	12,098.00	12,441.00	12,784.00	13,127.00	13,470.00	13,813.00
Junior										
G-2 Gross	12,316.00	12,756.00	13,196.00	13,636.00	14,076.00	14,516.00	14,954.00	15,394.00	15,834.00	
Net	9,621.00	9,929.00	10,237.00	10,545.00	10,853.00	11,161.00	11,468.00	11,776.00	12,084.00	
Messenger										
G-1 Gross	10,899.00	11,291.00	11,686.00	12,080.00	12,474.00	12,869.00	13,263.00	13,656.00		
Net	8,629.00	8,904.00	9,180.00	9,456.00	9,732.00	10,008.00	10,284.00	10,559.00		

Dependency allowances:

Dependent spouse	\$ 850
Dependent child	400
Except for first dependent child of a widowed or divorced staff member	850
Secondary dependent	450
Language allowance (to be included in pensionable remuneration):	
First additional language—\$598 per year net	
Second additional language—\$299 per year net	

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

Non-resident's allowance (to be included in pensionable remuneration): \$200 per year net. In no case shall the amount of the non-resident's allowance, when added to the staff member's salary (exclusive of language allowance, if any) bring the total to more than \$16,153 after staff assessment.

Appendix B (continued) HEADQUARTERS

Salary scales for General Service category—Security Service
showing annual gross and net after application of staff assessment
(in US dollars)

Effective 1 February 1980

Level	Step											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Security Lieutenant												
S-5 Gross	24,095.00	24,977.00	25,952.00	26,952.00	27,932.00	28,942.00	29,987.00	31,055.00				
Net	17,415.00	17,986.00	18,571.00	19,171.00	19,759.00	20,365.00	20,992.00	21,633.00				
Security Sergeant												
S-4 Gross	21,177.00	21,988.00	22,811.00	23,668.00	24,628.00	25,615.00	26,662.00	27,685.00				
Net	15,565.00	16,092.00	16,627.00	17,184.00	17,777.00	18,369.00	18,997.00	19,611.00				
Senior Security Officer												
S-3 Gross	19,465.00	20,031.00	20,622.00	21,209.00	21,823.00	22,468.00	23,145.00	23,823.00	24,567.00	25,337.00		
Net	14,452.00	14,820.00	15,204.00	15,586.00	15,985.00	16,404.00	16,844.00	17,285.00	17,740.00	18,202.00		
Security Officer												
S-2 Gross	16,838.00	17,380.00	17,929.00	18,452.00	18,986.00	19,543.00	20,111.00	20,677.00	21,266.00	21,868.00	22,523.00	23,189.00
Net	12,745.00	13,097.00	13,454.00	13,794.00	14,141.00	14,503.00	14,872.00	15,240.00	15,623.00	16,014.00	16,440.00	16,873.00
Security Officer (Probationary)												
S-1 Gross	15,769.00	16,194.00										
Net	12,038.00	12,326.00										

Dependency allowances:

Dependent spouse	\$ 850
Dependent child	400
Except for first dependent child of a widowed or divorced staff member	850
Secondary dependant	450

Language allowance (to be included in pensionable remuneration):

First additional language—\$598 per year net
Second additional language—\$299 per year net

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

Appendix B (continued)
HEADQUARTERS
Salary scales for General Service category—Security Service
showing annual gross and net after application of staff assessment
(In US dollars)
Effective 1 August 1979 (revised)

Level	Step										
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
Security Lieutenant											
S-5 Gross	22,723.00	23,538.00	24,450.00	25,402.00	26,333.00	27,295.00	28,288.00	29,305.00			
Net	16,570.00	17,113.00	17,670.00	18,241.00	18,800.00	19,377.00	19,973.00	20,583.00			
Security Sergeant											
S-4 Gross	20,015.00	20,786.00	21,569.00	22,385.00	23,252.00	24,130.00	25,125.00	26,098.00			
Net	14,810.00	15,311.00	15,820.00	16,350.00	16,914.00	17,478.00	18,075.00	18,659.00			
Senior Security Officer											
S-3 Gross	18,386.00	18,935.00	19,486.00	20,046.00	20,629.00	21,243.00	21,888.00	22,532.00	23,198.00	23,875.00	
Net	13,751.00	14,101.00	14,466.00	14,830.00	15,209.00	15,608.00	16,027.00	16,446.00	16,879.00	17,319.00	
Security Officer											
S-2 Gross	15,896.00	16,402.00	16,925.00	17,423.00	17,931.00	18,460.00	19,000.00	19,538.00	20,100.00	20,672.00	21,295.00
Net	12,127.00	12,461.00	12,801.00	13,125.00	13,455.00	13,799.00	14,150.00	14,500.00	14,865.00	15,237.00	15,642.00
Security Officer (Probationary)											
S-1 Gross	14,934.00	15,326.00									
Net	11,454.00	11,728.00									

Dependency allowances:

Dependent spouse	\$ 850
Dependent child	400
Except for first dependent child of a widowed or divorced staff member	850
Secondary dependent	450

Language allowance (to be included in pensionable remuneration):

First additional language—\$598 per year net
Second additional language—\$299 per year net

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

Appendix B (continued)
HEADQUARTERS

*Salary scales for General Service category—Dispatchers and Guides in the Visitors Service
showing annual gross and net after application of staff assessment*

(In US dollars) Effective 1 February 1980

Level	Step	
	I	II
Dispatcher		
Y-2 Gross	17,469.00	18,400.00
Net	13,155.00	13,760.00
Guide		
Y-1 Gross	15,177.00	15,841.00
Net	11,624.00	12,089.00

Dependency allowances:

Dependent spouse	\$ 850
Dependent child	400
Except for first dependent child of a staff member without a spouse	850
Secondary dependant	450

Language allowance:

Not entitled.

Half-time Guides:

- (i) Salary: The salary of half-time Guides shall be half that paid to Guides. 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 allowances: Dependency allowances shall be paid to half-time Guides at half the rate applied to Dispatchers and Guides.
- (iii) Regular tour of duty: The regular tour of duty of half-time Guides shall be half that expected of Dispatchers and Guides.
- (iv) Overtime: Half-time Guides 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 Dispatchers and Guides; 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 scales for General Service category—Dispatchers and Guides in the Visitors Service
showing annual gross and net after application of staff assessment
(In US dollars) Effective 1 August 1979 (revised)

Level	Step		
	I	II	III
Dispatcher			
V-2 Gross	16,488.00	17,372.00	18,300.00
Net	12,517.00	13,092.00	13,695.00
Guide			
V-1 Gross	14,371.00	15,003.00	15,660.00
Net	11,060.00	11,502.00	11,962.00

Dependency allowances:

	\$
Dependent spouse	850
Dependent child	400
Except for first dependent child of a staff member without a spouse	
Secondary dependant	850
	450

Increments: Salary increments within the levels shall be awarded on the basis of satisfactory service, as follows: for Guides, after an interval of six months; for Dispatchers, after an interval of one year.
Non-resident's allowance: Not entitled.

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 at the rate of one and one half times the base salary.

Language allowance:

Not entitled.

Half-time Guides:

- Salary: The salary of half-time Guides shall be half that paid to Guides. This salary shall be the basis for determination of payments for annual leave; sick leave; maternity leave; commutation of accrued annual leave; entitlement to termination indemnity; compensation for death, illness or injury attributable to service; and any other compensation determined on the basis of salary.
- Dependency allowances: Dependency allowances shall be paid to half-time Guides at half the rate applied to Dispatchers and Guides.
- Regular tour of duty: The regular tour of duty of half-time Guides shall be half that expected of Dispatchers and Guides.
- Overtime: Half-time Guides 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 Dispatchers and Guides; thereafter and for work required on official holidays, they shall be compensated as otherwise provided in Appendix B.
- 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

*Manual Workers—salaries and allowances
showing annual gross and net after application of staff assessment
(In US dollars) Effective 1 February 1980*

Level	Step					
	I	II	III	IV	V	VI
General Foreman						
M-7 Gross	28,397.00	29,367.00	30,333.00	31,302.00	32,295.00	33,349.00
Net	20,038.00	20,620.00	21,200.00	21,781.00	22,362.00	22,942.00
Foreman						
M-6 Gross	25,088.00	26,020.00	26,952.00	27,883.00	28,817.00	29,748.00
Net	18,053.00	18,612.00	19,171.00	19,730.00	20,290.00	20,849.00
Leadman						
M-5 Gross	22,594.00	23,431.00	24,290.00	25,197.00	26,103.00	27,010.00
Net	16,486.00	17,030.00	17,574.00	18,118.00	18,662.00	19,206.00
Skilled Worker (Journeyman)						
M-4 Gross	20,395.00	21,180.00	21,968.00	22,754.00	23,542.00	24,355.00
Net	15,057.00	15,567.00	16,079.00	16,590.00	17,102.00	17,613.00
Semi-skilled Worker						
M-3 Gross	18,288.00	19,005.00	19,720.00	20,438.00	21,155.00	21,871.00
Net	13,687.00	14,153.00	14,618.00	15,085.00	15,551.00	16,016.00
Helper						
M-2 Gross	16,374.00	17,025.00	17,677.00	18,328.00	18,980.00	19,632.00
Net	12,443.00	12,866.00	13,290.00	13,713.00	14,137.00	14,561.00
Unskilled Worker						
M-1 Gross	14,731.00	15,281.00	15,829.00	16,408.00	17,000.00	17,589.00
Net	11,312.00	11,697.00	12,080.00	12,465.00	12,850.00	13,233.00

Dependency allowances:

Dependent spouse	\$ 850
Dependent child	400
Except for first dependent child of a widowed or divorced staff member	850
Secondary dependant	450

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

Appendix B (continued)

HEADQUARTERS

Manual Workers—salaries and allowances
showing annual gross and net after application of staff assessment
(In US dollars) Effective 1 August 1979*

Level	I	II	III	IV	V	VI
General Foreman						
M-7 Gross	26,777.00	27,698.00	28,618.00	29,540.00	30,462.00	31,382.00
Net	19,066.00	19,619.00	20,171.00	20,724.00	21,277.00	21,829.00
Foreman						
M-6 Gross	23,657.00	24,515.00	25,402.00	26,288.00	27,175.00	28,062.00
Net	17,177.00	17,709.00	18,241.00	18,773.00	19,305.00	19,837.00
Leadman						
M-5 Gross	21,363.00	22,160.00	22,955.00	23,752.00	24,593.00	25,437.00
Net	15,686.00	16,204.00	16,721.00	17,239.00	17,756.00	18,274.00
Skilled Worker (Journeyman)						
M-4 Gross	19,271.00	20,018.00	20,768.00	21,515.00	22,265.00	23,012.00
Net	14,526.00	14,812.00	15,299.00	15,785.00	16,272.00	16,758.00
Semi-skilled Worker						
M-3 Gross	17,266.00	17,948.00	18,629.00	19,312.00	19,994.00	20,675.00
Net	13,023.00	13,466.00	13,909.00	14,353.00	14,796.00	15,239.00
Helper						
M-2 Gross	15,484.00	16,065.00	16,685.00	17,305.00	17,925.00	18,545.00
Net	11,839.00	12,242.00	12,645.00	13,048.00	13,451.00	13,854.00
Unskilled Worker						
M-1 Gross	13,947.00	14,470.00	14,991.00	15,514.00	16,040.00	16,602.00
Net	10,763.00	11,129.00	11,494.00	11,860.00	12,226.00	12,591.00

Dependency allowances:

	\$
Dependent spouse	850
Dependent child	400
Except for first dependent child of a widowed or divorced staff member	850
Secondary dependant	450

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

* Supersedes the salary scale, effective 1 October 1979, as shown in Appendix B (Headquarters)/Amend.1.