

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, and ST/SGB/Staff Rules/1/Rev.6/Amend.1 and Corr.1, are hereby amended for the purposes described below.
2. Rule 103.20, Education grant, is amended with effect from 1 January 1986 to implement changes concerning the special education grant for disabled children approved by the General Assembly in its resolution 40/244 of 18 December 1985.
3. In addition, a number of other amendments are made as explained below.
4. Rule 107.7, Travel expenses, is amended with effect from 1 September 1983 to reflect an entitlement to reimbursement of pre-departure expenses under certain conditions.
5. Rule 107.20, Installation, is amended to clarify the application of this rule in the case of service on mission assignments.
6. Rule 107.21, Excess baggage and unaccompanied shipments, is amended with effect from 1 January 1985 to reflect an additional shipment entitlement for staff members serving at designated duty stations having very difficult conditions of life and work. This rule is also amended to reflect a change effective 1 May 1985 in the entitlement to unaccompanied shipments on travel on home leave, family visit and education grant from gross weight or volume to net weight or volume.
7. A number of amendments are made with effect from 1 September 1986 to rule 110.1, Joint Disciplinary Committee, and rule 110.2, Composition of the Joint Disciplinary Committee, designed to update these rules. Rule 110.2 is also amended to rectify an error.

8. The above amendments shall be provisional until the requirements of staff regulations 12.3 and 12.4 are met.

9. The text of the Staff Regulations is included in the edition of the Staff Rules. A change is made to annex I to the Regulations, which was approved by the General Assembly in its decision 40/467 of 18 December 1985, to reflect proper terminology. This amendment has also been published separately in document ST/SGB/Staff Regulations/Rev.17.

10. New pages 28, 29, 30, 67, 73, 75, 77, 78, 99, 100 and 117 are transmitted herewith for insertion in the Staff Rules.

A handwritten signature in black ink, appearing to read 'Javier Pérez de Cuéllar', written in a cursive style.

Javier PÉREZ DE CUÉLLAR  
*Secretary-General*

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. Such expenses may also be paid for up to two round trips per school year in the case indicated in paragraph (r) below.

#### *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. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 28 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.

(r) Where the disabled child attends an educational institution away from the duty station, travel costs may be paid for up to two round trips per school year between the educational institution and the duty station, provided the Secretary-General is satisfied that the needs of the disabled child require attendance at that educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the disabled child.

## 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.

(c) Notwithstanding rule 107.2 (a) (v) or rule 107.3, the Secretary-General may also authorize payment of the travel expenses for repatriation purposes of a former spouse.

#### Rule 107.6

### AUTHORITY FOR TRAVEL

Before travel is undertaken it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

#### Rule 107.7

### TRAVEL EXPENSES

(a) Travel expenses which shall be paid or reimbursed by the United Nations under the relevant provisions of these rules shall include:

- (i) Transportation expenses (i.e., carrier fare);
- (ii) Terminal expenses;
- (iii) Transit expenses;
- (iv) Travel subsistence allowance;
- (v) Other necessary expenses incurred during travel.

In addition, expenses incurred for hotel accommodation prior to departure on assignment or transfer from a duty station which is not one where the headquarters of one of the organizations of the United Nations common system is located will be reimbursed under conditions established by the Secretary-General.

(b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

#### Rule 107.8

### ROUTE, MODE AND STANDARD OF TRANSPORTATION

(a) Official travel shall, in all instances, be by a route, mode and standard of transportation approved in advance by the Secretary-General.

(b) Travel expenses or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

## Rule 107.9

### ROUTE AND MODE OF TRAVEL

(a) The normal route for all official travel shall be the most direct and economical route. An alternative route may be approved when, in the opinion of the Secretary-General, it is in the best interest of the United Nations.

(b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Secretary-General, its use is in the best interests of the United Nations.

(c) If a staff member or family member travels by a more economical mode of transportation than the approved mode, the United Nations shall pay only for the mode of transportation actually used.

## Rule 107.10

### STANDARD OF ACCOMMODATION

(a) For all official travel by air, staff members and their eligible family members shall be provided with economy class accommodation or its equivalent, except that Under-Secretaries-General, Assistant Secretaries-General and their family members, other than on travel in connection with an education grant under rule 103.20, shall be provided with first class accommodation when the duration of a particular flight exceeds nine hours (by the most direct and economical route), including scheduled stops for such purposes as change of planes or refuelling, but excluding travel time to and from airports.

(b) The air travel accommodation under paragraph (a) above shall be provided at the most economical rate appropriate. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.

(c) For all official travel by sea approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with the standard of accommodation which is, in the opinion of the Secretary-General, appropriate to the circumstances of the case.

(d) For all official travel by train approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with regular first class or equivalent accommodation, including sleeper and other facilities, as appropriate.

(e) A higher standard of accommodation may be approved when, in the opinion of the Secretary-General, special circumstances warrant it.



(d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually leaves or arrives at its regular terminal.

#### Rule 107.19

#### MISCELLANEOUS TRAVEL EXPENSES

Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of \$6.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (i) Hire of local transportation other than that provided for under rule 107.13;
- (ii) Telephone, telegraph, radio and cable messages of official business;
- (iii) Transfer of authorized baggage by railway express or other appropriate agency;
- (iv) Hire of room for official use;
- (v) Stenographic or typewriting services or rental of typewriters in connection with the preparation of official reports or correspondence;
- (vi) Transportation or storage of baggage or property used on official business.

#### Rule 107.20

#### INSTALLATION

(a) Subject to the conditions set forth hereunder and except for service on a special mission assignment, a staff member shall be paid, in respect of himself or herself and his or her eligible family members, an installation grant when the staff member travels at United Nations expense to a new duty station on an assignment expected to be of at least one year's duration. Such payment shall be the total compensation payable by the United Nations towards the initial extraordinary living costs incurred by the staff member and his or her eligible family members immediately following their arrival at the duty station.

(b) The amount of the installation grant shall be the equivalent of 30 days of subsistence allowance at the appropriate daily rate applicable under

subparagraph (c) (i) below in respect of a staff member and at one half that rate in respect of a family member for whom travel expenses have been paid by the United Nations. This amount shall be calculated on the basis of the rate prevailing on the date of the staff member's or the family member's arrival, as appropriate.

- (c) (i) The Secretary-General may establish special rates of subsistence allowance for purposes of installation grant for specific categories of staff at the various duty stations and publish such rates by administrative instruction or by other appropriate means. Where such special rates have not been established, the travel subsistence allowance rates established under rule 107.15 shall be used in computing the installation grant.
- (ii) Under conditions established by the Secretary-General, the limit of 30 days provided in paragraph (b) above may be extended up to a maximum of 90 days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate rate applicable to the initial period.
- (iii) In addition to any amount of grant paid at the daily rates under this rule, the payment of a lump sum may be authorized at designated duty stations under conditions established by the Secretary-General. The lump sum shall be \$600 for the staff member and \$600 for each eligible family member who joins the staff member at the duty station, up to a maximum of \$2,400.

(d) If a change of official duty station represents a return to a place at which the staff member was previously stationed, the full amount of installation grant shall not be payable unless the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant which the completed months of absence bear to one year.

(e) Where both husband and wife are staff members travelling at United Nations expense to a duty station, installation grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, installation grant in respect of such child or children will be paid to the staff member on whom each child is recognized to be dependent. With regard to the lump sum provided for in (c) (iii) above, the amount payable to both spouses jointly shall not exceed the maximum of \$1,200.

(f) Installation grant shall not be payable in connection with education grant travel.

(g) The Secretary-General may, in appropriate cases, authorize payment of all or part of the installation grant where the United Nations has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under rule 104.7.

## EXCESS BAGGAGE AND UNACCOMPANIED SHIPMENTS

(a) For the purposes of these rules "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies, and "personal effects and household goods" shall be as defined in rule 107.27 (d) (ii).

(b) Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.

(c) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he or she obtains a statement from the company making the charges that the baggage was considered as excess.

(d) Charges for excess baggage by air, other than those authorized under paragraph (b) above, shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

(e) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of

- (i) 50 kg (110 lb) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kg of accompanied excess baggage or its equivalent as established by the Secretary-General;
- (ii) 200 kg (440 lb) or 1.24 cubic metres (44 cubic feet) by surface means for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

(f) On travel on appointment or assignment for one year or more, on transfer or on separation from service in the case of an appointment for one year or more, where no entitlement to removal costs exists under rule 107.27, a staff member shall be paid expenses incurred in transporting personal effects and household goods by the most economical means, as determined by the

Secretary-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 1,000 kg (2,200 lb) or 6.23 cubic metres (220 cubic feet) for the staff member,
- (ii) 500 kg (1,100 lb) or 3.11 cubic metres (110 cubic feet) for the first family member, and
- (iii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for each additional family member

authorized to travel at the expense of the Organization.

(g) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the staff member or his or her family members. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments under paragraphs (e) (ii), (f), (h) and (i) will be reimbursed within the limits of authorized weight or volume but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(h) On travel on appointment, assignment, transfer or separation from service, where entitlement to removal costs does exist under rule 107.27, a staff member shall be paid expenses incurred in transporting a reasonable amount of personal effects and household goods, as an advanced removal shipment, by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 450 kg (990 lb) or 2.80 cubic metres (99 cubic feet) for the staff member,
- (ii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for the first family member, and
- (iii) 150 kg (330 lb) or 0.93 cubic metres (33 cubic feet) for each additional family member

authorized to travel at the expense of the Organization. The weight or volume of any shipment under this paragraph shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph (d) of rule 107.27.

(i) On travel on appointment or assignment for less than one year or on separation from service in the case of an appointment for less than one year, a staff member may be authorized to ship personal effects at United Nations expense by the most economical means, up to a maximum of 100 kg (220 lb) or 0.62 cubic metres (22 cubic feet), including the weight or volume of packing

but excluding crating and lift vans. Where the appointment or assignment is extended for a total period of one year or more, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlements established in paragraph (f) above.

(j) Where surface shipment under paragraphs (e) (ii), (f), (h) or (i) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:

- (i) When a staff member elects to convert the whole surface entitlement to air freight; or
- (ii) When, in the opinion of the Secretary-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

However, for shipments under paragraph (f) above, a portion of the surface entitlement up to 10 per cent thereof may be converted to air freight, on the basis of the full weight or volume, except in case of separation from service or on appointment, assignment or transfer to a duty station in a city where the headquarters of the United Nations, a specialized agency, or the International Atomic Energy Agency is located. If the entitlement is under paragraph (h) above, twice the weight or volume of the air freight shipment shall be deducted from the staff member's entitlement under rule 107.27.

(k) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave, family visit or education grant under paragraph (e) (i) above to air freight on the basis of the one-half rule. No costs for packing, crating, unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments.

(l) Notwithstanding the one-half rule laid down in paragraphs (j) and (k) above, conversion to air freight on the basis of the full weight or volume may be authorized in the following cases:

- (i) Where the cost of air freight is lower than surface shipment;
- (ii) Where there is an extraordinary risk of damage to, or loss of, the shipment in transit; or
- (iii) Where an excessive shipping delay is expected, particularly for shipment to land-locked countries.

However, for surface shipments under paragraph (e), conversion on the basis of the full weight or volume may be authorized only in the cases indicated in subparagraphs (i) and (ii) above.

(m) Under terms and conditions established by the Secretary-General, internationally recruited staff members serving at designated duty stations having very difficult conditions of life and work shall be granted once a year an additional shipment entitlement to the duty station by surface means of up to 50 kg (110 lb) or 0.31 cubic metres (11 cubic feet) excluding crating, in respect

of the staff member and each eligible family member accompanying the staff member at the duty station.

#### Rule 107.22

#### INSURANCE

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of loss or damage to accompanied personal baggage, in accordance with such arrangements as may be in force under rule 106.5.

(b) In the case of unaccompanied shipments authorized under rule 107.21, except on home leave, family visit or education grant travel, insurance coverage will be provided by the Organization up to a maximum of:

- (i) \$8,000 for the staff member,
- (ii) \$4,000 for the first family member, and
- (iii) \$2,400 for each additional family member.

Such insurance coverage shall not include articles of special value for which special premium rates are charged. The United Nations will not be responsible for loss or damage of unaccompanied baggage. When the unaccompanied shipment is in accordance with the entitlement for advance removal shipment authorized under rule 107.21 (h), the amount of the insurance coverage shall be deducted from the overall insurance entitlement authorized for removal shipments under paragraph (c) below.

(c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special rates of premium are charged) under rule 107.27 shall be reimbursed, up to a maximum valuation of \$40,000 for a staff member without a spouse or dependent child and \$65,000 for a staff member with a spouse or dependent child residing at the official duty station. The United Nations shall in no case be responsible for loss or damage.

(d) In the case of unaccompanied shipments under rules 107.21 and 107.27, the staff member shall furnish the Organization, prior to shipment, with an itemized inventory in duplicate of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments.

#### Rule 107.23

#### TRAVEL ADVANCES

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable

## Chapter X

### DISCIPLINARY MEASURES

#### Rule 110.1

#### JOINT DISCIPLINARY COMMITTEE

A Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at the request of the Secretary-General in disciplinary cases involving staff members serving at Headquarters; comparable committees shall be established in the United Nations Office at Geneva, in the United Nations Office at Vienna and at such other offices as may be designated by the Secretary-General.

#### Rule 110.2

#### COMPOSITION OF THE JOINT DISCIPLINARY COMMITTEE

- (a) Each Joint Disciplinary Committee shall be composed of:
- (i) Chairpersons, appointed biennially by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established;
  - (ii) Members appointed biennially by the Secretary-General;
  - (iii) Members elected by the staff.

The staff shall elect biennially by ballot at least three staff members, of which there must be at least one from each of the following groups:

- Group I — Staff below Associate Officer level or in corresponding salary levels;
- Group II — Staff in Associate Officer through Second Officer level or in corresponding salary levels;
- Group III — Staff in First Officer through Director level.

The member to sit on the Committee in any case shall be from the group to which the staff member concerned belongs.

(b) If necessary, additional members may be selected during the term of office of the Committee in the same manner as indicated in paragraph (a) above.

(c) The members of the Joint Disciplinary Committee 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 the Committee by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established. A member appointed by the Secretary-General may be removed by the Secretary-General. A member elected by the staff may be removed by a majority vote of

the staff at the duty station at which the Committee is established, taken at the initiative of any staff representative body at that duty station.

(e) For the consideration of each case, a panel of the Committee will be constituted as follows:

- (i) A chairperson;
- (ii) A member appointed by the Secretary-General;
- (iii) A member from among those elected by the staff of the Group which corresponds to the staff member involved in the disciplinary case.

The Chairperson of the Panel, at the request of either party, may disqualify any member from the consideration of the specific case, if in the opinion of the Chairperson such action is warranted by the relation of such member to the staff member whose case is to be considered. The Chairperson may also excuse any member from the consideration of a specific case.

### Rule 110.3

#### DISCIPLINARY MEASURES

(a) Except in cases of summary dismissal, no staff member serving at any duty station where a Joint Disciplinary Committee has been established shall be subject to disciplinary measures until the matter has been referred for advice to the Joint Disciplinary Committee, provided that referral to the Joint Disciplinary Committee may be waived by mutual agreement of the staff member concerned and the Secretary-General.

(b) Disciplinary measures under the first paragraph of staff regulation 10.2 shall consist of written censure, suspension without pay, demotion or dismissal for misconduct, provided that suspension pending investigation under rule 110.4 shall not be considered a disciplinary measure.

(c) Written censure shall be authorized by the Secretary-General and shall be distinguished from reprimand of a staff member by a supervisory official. Such reprimand shall not be deemed to be a disciplinary measure within the meaning of this rule.

### Rule 110.4

#### SUSPENSION PENDING INVESTIGATION

If a charge of misconduct is made against a staff member and the Secretary-General so decides, the staff member may be suspended from duty pending investigation. Such suspension shall be with pay unless, in exceptional circumstances, the Secretary-General decides that suspension without pay is



# 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 programme 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.*