



Secretariat

ST/IC/1990/66
21 September 1990

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE,
SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION
ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. As indicated in paragraph 13 of information circular ST/IC/1990/48 of 12 July 1990, following the comprehensive survey of the best prevailing conditions of service for staff in the General Service and related categories at Headquarters conducted in 1989, the International Civil Service Commission (ICSC) recommended, and the Secretary-General approved, a revised procedure for effecting interim adjustments of the salary scales between comprehensive surveys. Under this procedure, the net salaries of staff in the General Service and related categories at Headquarters are adjusted by 100 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of August 1990 reflects a 5.9 per cent movement over the September 1989 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 5.9 per cent, with effect from 1 September 1990.

3. Pursuant to the procedure approved by ICSC at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from \$989 to \$1,056 net per year, with effect from 1 September 1990. The latter amount represents 3 per cent of the average of the lowest and highest net salaries under the New York salary scales (G-1, step I, and S-7, step IX).

* Personnel Manual index No. 3120.

4. The amount of the language allowance at Headquarters is based on 5 per cent of the annual net salary at level G-4, step I. In accordance with the procedure approved by ICSC at its sixteenth session, an adjustment to this allowance takes place when there has been a movement of at least 15 per cent in the relevant net salary since the time the allowance was last revised. The amount of the language allowance applicable at Headquarters was last increased with effect from 1 December 1987. The revised General Service scale, effective 1 September 1990, reflects a 15.7 per cent increase over the 1 December 1987 scale. Consequently, the language allowance is revised with effect from 1 September 1990 to \$1,164 for the first additional language and to \$582 for the second additional language.

5. The amounts of the dependent spouse allowance, of the allowance for the first dependent child of a single, widowed or divorced staff member and of the secondary dependant's allowance remain unchanged.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end of September 1990 payroll.

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Annex

I. SALARY SCALE FOR GENERAL SERVICE CATEGORY AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

Level	S			T		E		P		S		XI*
	I	II	III	IV	V	VI	VII	VIII	IX	X		
7 (Gross)	42 635	44 453	46 280	48 155	50 030	51 905	53 780	55 655	57 530	59 405	61 280	
(Net)	31 539	32 739	33 939	35 139	36 339	37 539	38 739	39 939	41 139	42 339	43 539	
6	38 109 28 552	39 752 29 636	41 394 30 720	43 036 31 804	44 679 32 888	46 331 33 972	48 025 35 056	49 719 36 140	51 413 37 224	53 106 38 308	54 800 39 392	
5	34 099 25 827	35 543 26 809	36 987 27 791	38 444 28 773	39 932 29 755	41 420 30 737	42 908 31 719	44 395 32 701	45 883 33 683	47 414 34 655	48 948 35 647	
4	30 549 23 384	31 816 24 271	33 115 25 158	34 419 26 045	35 724 26 932	37 028 27 819	38 342 28 706	39 686 29 593	41 030 30 480	42 374 31 367	43 718 32 254	
3	27 357 21 150	28 509 21 956	29 660 22 762	30 811 23 568	31 963 24 374	33 147 25 180	34 332 25 986	35 518 26 792	36 703 27 598	37 888 28 404	39 106 29 210	
2	24 538 19 147	25 549 19 875	26 576 20 603	27 616 21 331	28 656 22 059	29 696 22 787	30 736 23 515	31 776 24 243	32 840 24 971	33 910*	35 000	
1	22 011 17 328	22 925 17 986	23 839 18 644	24 753 19 302	25 667 19 960	26 597 20 618	27 537 21 276	28 477 21 934	29 417*	30 360	31 292	

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

Allowances:

<u>Dependency allowances:</u>	\$ (Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

	\$ (Per annum)
First additional language	1 164
Second additional language	582

* Long-service step:

Step XI at levels 3 through 7, step X at level 2 and step IX at level 1 are long-service steps. The qualifying criteria for in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

II. SALARY SCALE FOR SECURITY SERVICE CATEGORY AT HEADQUARTERS
SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF
ASSESSMENT

(In United States dollars)

Effective 1 September 1990

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7 (Gross)	57 867	60 192	62 517	64 842	67 167	69 492	71 817	74 142	76 467*				
(Net)	41 355	42 843	44 331	45 819	47 307	48 795	50 283	51 771	53 259				
6	53 448	55 616	57 783	59 950	62 117	64 284	66 452	68 619	70 786*				
	38 527	39 914	41 301	42 688	44 075	45 462	46 849	48 236	49 623				
5	49 016	51 027	53 038	55 048	57 059	59 070	61 081	63 092	65 103*				
	35 690	36 977	38 264	39 551	40 838	42 125	43 412	44 699	45 986				
4	44 552	46 352	48 197	50 042	51 888	53 733	55 578	57 423	59 269*				
	32 804	33 985	35 166	36 347	37 528	38 709	39 890	41 071	42 252				
3	41 539	42 942	44 345	45 748	47 188	48 634	50 081	51 528	52 975	54 422	55 869*		
	30 816	31 742	32 668	33 594	34 520	35 446	36 372	37 298	38 224	39 150	40 076		
2	37 179	38 424	39 694	40 964	42 233	43 503	44 773	46 044	47 353	48 663	49 972	51 281	52 591*
	27 922	28 760	29 598	30 436	31 274	32 112	32 950	33 788	34 626	35 464	36 302	37 140	37 978
1	32 918	34 021											
	25 024	25 774											

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

Allowances:

Dependency allowances:

\$
(Per annum)

Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

\$
(Per annum)

First additional language	1 164
Second additional language	582

* Long-service step:

Step IX at levels 4 through 7, step XI at level 3 and step XIII at level 2 are long-service steps. The qualifying criteria for in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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III. SALARY SCALE FOR TRADES AND CRAFTS CATEGORY AT HEADQUARTERS
SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF
ASSESSMENT

(In United States dollars)

Effective 1 September 1990

Level	S		T		E		P		S	
	I	II	III	IV	V	VI	VII*			
8 (Gross)	53 413	55 339	57 266	59 192	61 119	63 045	64 972			
(Net)	38 504	39 737	40 970	42 203	43 436	44 669	45 902			
7	49 947	51 763	53 578	55 394	57 209	59 025	60 841			
	36 286	37 448	38 610	39 772	40 934	42 096	43 258			
6	46 478	48 181	49 884	51 588	53 291	54 994	56 697			
	34 066	35 156	36 246	37 336	38 426	39 516	40 606			
5	43 102	44 647	46 198	47 792	49 386	50 980	52 573			
	31 847	32 867	33 887	34 907	35 927	36 947	37 957			
4	39 747	41 182	42 617	44 052	45 486	46 950	48 430			
	29 633	30 580	31 527	32 474	33 421	34 368	35 315			
3	36 434	37 724	39 044	40 373	41 702	43 030	44 359			
	27 415	28 292	29 169	30 046	30 923	31 800	32 677			
2	33 174	34 359	35 544	36 729	37 915	39 133	40 355			
	25 198	26 004	26 810	27 616	28 422	29 228	30 034			
1	29 964	31 016	32 069	33 151	34 234	35 316	36 399			
	22 975	23 711	24 447	25 183	25 919	26 655	27 391			

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

Allowances:

Dependency allowances:

\$
(Per annum)

Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance (to be included in pensionable remuneration):

\$
(Per annum)

First additional language	1 164
Second additional language	582

* Long-service step:

The qualifying criteria for in-grade increase to the long-service step are, as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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IV. SALARY SCALE FOR PUBLIC INFORMATION ASSISTANTS AND TOUR
CO-ORDINATORS/SUPERVISORS AT HEADQUARTERS SHOWING ANNUAL
GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 September 1990

Type of Post	S	T	E	P	S
	I	II	III	IV	V
Public information assistant I					
(Gross)	29 769	31 096			
(Net)	22 838	23 767			
Public information assistant II	32 563	34 056	35 549	37 041	38 550
Tour co-ordinator <u>a/</u>	24 783	25 798	26 813	27 828	28 843
Tour co-ordinator/supervisor <u>b/</u>	37 247	39 221	41 218	43 215	45 212
	27 968	29 286	30 604	31 922	33 240

a/ Includes new Tour Co-ordinators as of 1 July 1987.

b/ Includes Tour Co-ordinators on board as of 30 June 1987. Reserved to the Senior Tour Co-ordinator Supervisor as of 1 July 1987.

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 assistant I	6 months
Public information assistant II	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.

Reserve guides: They shall be paid by the day in accordance with the above rates.

Allowances:

Dependency allowances:

	\$
	(Per annum)
Dependent spouse	2 234
Dependent child	1 056
Except for first dependent child of a single, widowed or divorced staff member	2 234
Secondary dependant	898

Language allowance: Not entitled.

V. SALARY SCALE FOR LANGUAGE TEACHERS AT HEADQUARTERS SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)
Effective 1 September 1990

Type of Post	S										
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher (Gross)	44 485	46 281	48 125	49 969	51 813	53 656	55 500	57 344	59 188	61 031	62 875
(Net)	32 760	33 940	35 120	36 300	37 480	38 660	39 840	41 020	42 200	43 380	44 560

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

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There will be a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules will be treated as special leave with full pay.

Allowances:

Dependency allowances: \$ (Per annum).

Dependent spouse 2 234

Dependent child 1 056

Except for first dependent child of a single, widowed or divorced staff member 2 234

Secondary dependant 898

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.