



ADMINISTRATIVE INSTRUCTION

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Personnel Services

Subject: APPOINTMENT, EXTENSION AND CONVERSION OF CONTRACTUAL  
STATUS OF STAFF IN THE GENERAL SERVICE, SECURITY  
SERVICE AND MANUAL WORKERS CATEGORIES

1. The purpose of this instruction is to outline the policy with respect to the appointment, extension and conversion of the contractual status of staff in the General Service, Security Service and Manual Workers categories at Headquarters.
2. Short-term appointments, which are governed by staff rules 301.1 to 312.6, must be limited to staff members specifically engaged for conference and other short-term service for a period not exceeding six consecutive months.
3. Initial appointment against established, overhead, overload and mission posts should not be for less than 3 months on fixed-term, followed by a 12-month extension (or two periods of 6 months), subject to satisfactory performance. Upon completion of 15 months of continuous satisfactory service on short-term and/or fixed term appointments, the staff member's contractual status will be reviewed for the purpose of having his/her contract converted from fixed-term to probationary. Previous continuous service of up to 15 months under short-term and/or fixed-term appointments immediately preceding conversion to probationary appointment may be counted towards completion of the probationary period. The aforementioned policy does not preclude the granting of a probationary appointment sooner than the prescribed 15 months; nor does it prevent any further extensions of fixed-term appointment in the case of those staff members who are over 50 years of age, since they are no longer eligible for probationary appointment under staff rule 104.2(a).
4. Extension of fixed-term appointments or conversion to a probationary appointment shall not be adversely affected by consideration such as maternity leave, special leave or sick leave.
5. A staff member whose fixed-term appointment of 6 months or more is due to expire shall be informed in writing, at least one month before the expiry date of the appointment, by his/her executive/administrative officer of the intention of the department/office with respect to his/her contractual status. In the case of non-extension, that communication shall not be construed as prior notice, since no such notice is required under the terms of the appointment and of staff rule 109.7(a).

6. The contractual status of staff members who, at the time of publication of the present circular, are under the age of 50 and who have already served 15 months or more on continuous short-term and/or fixed-term appointments shall be reviewed immediately for the purpose of converting their appointments to probationary, in accordance with the policy referred to in paragraph 3 above.

7. Any staff member who believes that the above policies have not been properly applied in his/her case should bring the matter to the attention of the Office of Personnel Services, which will ensure proper compliance.

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