

GENERAL
ST/SGB/Staff Rules 1/Rev.1/Amend.7
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SECRETARY-GENERAL'S BULLETIN

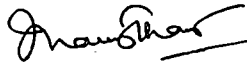
To: Members of the Staff of the United Nations

Subject: STAFF RULES

1. In implementation of General Assembly resolution 2369 (XXII) of 19 December 1967, chapters I, III and IV of the Staff Rules have been revised with effect from 1 January 1968 to incorporate the amendments of Staff Regulations 1.10, 3.4 and 4.5 and paragraphs 1 and 2 of annex I to the Staff Regulations.

2. On page 1 of the Staff Rules the first paragraph listing the resolutions by which the General Assembly adopted or amended the Staff Regulations has been brought up to date by the addition of the resolution adopted at the twenty-second session. The first level in the schedule of post adjustments on pages 9 and 10 has been amended to reflect the changes approved by the General Assembly.

3. Pages 1-6, 9-10, 15-16 and 21-22 are hereby transmitted for insertion in ST/SGB/Staff Rules 1/Rev.1.



U THANT
Secretary-General

STAFF REGULATIONS OF THE UNITED NATIONS AND STAFF RULES 101.1 to 112.8

The Staff Regulations of the United Nations were adopted by the General Assembly by resolution 590 (VI) of 2 February 1952 and amended by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolution 1225 (XII) and resolution 1234 (XII), both of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965 and resolution 2121 (XX) of 21 December 1965.

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the Chief Administrative Officer, shall provide and enforce such staff rules consistent with these principles as he considers necessary.

Rule 101.1 Applicability

Staff Rules 101.1 through 112.8 are applicable to all staff members appointed by the Secretary-General except Technical Assistance Project Personnel, staff members specifically engaged for conferences and other short-term service, staff members specifically engaged as Dispatchers or Guides in the Visitors Service at Headquarters, and Special Internes.

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

Regulation 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

Rule 101.2
Hours of Work

- (a) Normal working hours at Headquarters shall be from 9.30 a.m. to 6.00 p.m., Monday through Friday, with an interruption of one hour for lunch. Exceptions may be made by the Secretary-General as the needs of the service may require.
- (b) The Secretary-General shall set the normal working hours for each duty station away from Headquarters, and notify the staff of these hours.
- (c) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

Rule 101.3
Official Holidays

- (a) Official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (22 February), Memorial Day (30 May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December), and one further day during the Christmas season designated each year by the Secretary-General. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.
- (b) The Secretary-General shall set the official holidays for each duty station away from Headquarters, and notify the staff of these holidays.
- (c) Staff members who are nationals of any country which observes a national day may be excused from work on that day.

Rule 101.4
Change of Official Duty Station

A change of official duty station shall take place when a staff member is transferred from one office of the Organization to another for a fixed period exceeding six months or for an indefinite period. Detachment of a staff member from his official duty station for service with a United Nations mission or conference shall not constitute change of official duty station within the meaning of these Rules.

Rule 101.5
Inter-Agency Loans

The Secretary-General may loan the services of a staff member to a specialized agency or other inter-governmental organization, provided such loan in no way diminishes the right or entitlements of the staff member under his letter of appointment to the United Nations.

Regulation 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any Government or from any other authority external to the Organization.

Regulation 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Rule 101.6
Outside Activities and Interests

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Secretary-General.

(b) No staff member may be actively associated with the management of or hold a financial interest in, any business concern if it were possible for him to benefit from such association or financial interest by reason of his official position with the United Nations.

(c) A staff member who has occasion to deal in his official capacity with any matter involving a business concern in which he holds a financial interest shall disclose the measure of that interest to the Secretary-General.

(d) The mere holding of shares in a company shall not constitute a financial interest within the meaning of this rule unless such holding constitutes a substantial control.

(e) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, perform any one of the following acts, if such act relates to the purpose, activities, or interests of the United Nations.

(i) issue statements to the Press, radio or other agencies of public information;

(ii) accept speaking engagements;

(iii) take part in film, theater, radio or television productions;

(iv) submit articles, books or other material for publication.

Regulation 1.5: Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

Regulation 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of the Staff Regulations and with the individual's status as an international civil servant.

Rule 101.7
(Cancelled)

Regulation 1.7: Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

Regulation 1.8: The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws

and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

Rule 101.8

Membership in Political Parties and Political Activities

(a) Membership in a political party is permitted provided that such membership does not entail action, or obligation to action, contrary to Staff Regulation 1.7. The payment of normal financial contributions shall not be construed as an activity contrary to Staff Regulation 1.7.

(b) In any case of doubt as to the interpretation or application of Staff Regulation 1.7 and the present rule, the staff member concerned shall request a ruling from the Secretary-General.

Regulation 1.9: Members of the Secretariat shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Organization".

Regulation 1.10: The oath or declaration shall be made orally by the Secretary-General and by Under-Secretaries at a public meeting of the General Assembly and by all other members of the Secretariat before the Secretary-General or his authorized deputy.

Chapter II

CLASSIFICATION OF POSTS AND STAFF

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

Chapter III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of Annex I to the present Regulations.

Salary and allowances - Under-Secretaries

Annex I, paragraph 1

An Under-Secretary shall receive a salary of \$US30,000 (subject to the Staff Assessment Plan provided in Staff Regulation 3.3 and to post adjustments wherever applied) and, if otherwise eligible, shall receive the allowances which are available to staff members generally.

Annex I, paragraph 2

The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Under-Secretaries 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 annual budget by the General Assembly.

*Salaries and allowances - Directors, Principal Officers
and Professional Category*

Annex I, paragraph 3

In addition to the salary indicated in paragraph 4 of the present Annex, the Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Directors 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 annual payment for any one Director shall be \$1,000.

Annex I, paragraph 4

Except as provided in paragraph 6 of the present Annex, the salary scales for staff members in the Principal Officer and Director category and in the Professional category shall be as follows (subject to the Staff Assessment Plan provided in Staff Regulation 3.3 and to post adjustments wherever applied):

PRINCIPAL OFFICER AND DIRECTOR CATEGORY

Director	\$24,050 by increments of \$650 to \$26,000
Principal Officer	\$20,000 by increments of \$650 to \$23,900

PROFESSIONAL CATEGORY

Senior Officer	\$17,400 by increments of \$500 to \$21,900
First Officer	\$13,900 by increments of \$430 to \$18,630
Second Officer	\$11,270 by increments of \$360 to \$15,590
Associate Officer	\$ 9,050 by increments of \$310 to \$12,150
Assistant Officer	\$ 6,920 by increments of \$280 to \$ 9,440

Annex I, paragraph 5

Subject to satisfactory service, salary increments within the levels set forth in paragraph 4 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.

Rule 103.1
Salary Scales for Field Service Personnel

The salary scales and conditions of salary increments for members of the Field Service shall be those set forth in Appendix A (Field Service).

Annex I, paragraph 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 and social welfare advisers.

Salary scales - General Service Personnel and Manual Workers

Annex I, paragraph 7

The Secretary-General shall fix the salary 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.

Rule 103.2
Salary Scales for General Service Personnel

The Secretary-General shall set the salary scales and conditions of salary increments for staff members in the General Service category at each established office, and these rates and conditions shall be published in Appendix B.

Rule 103.3
Wage Rates for Manual Workers

The Secretary-General shall set wage rates and conditions of wage increments for manual workers at each established office and these rates and conditions shall be published in Appendix B.

Rule 103.4
Salary and Wages for Locally-Recruited Mission Personnel

The Secretary-General shall set salary or wage rates for personnel specifically recruited for service with a mission from within the general area of the mission.

Rule 103.5
Non-Resident's Allowance
(Effective 1 March 1965)

(a) Staff members in the General Service category, who have been recruited from outside the country in which the duty station is located, or in respect of whom the United Nations assumes an obligation to repatriate, shall receive a non-resident's allowance at a rate and under conditions determined by the Secretary-General for the duty station, as shown in Appendix B, provided that in no case shall the allowance be paid to a staff member whose nationality within the meaning of Rule 104.8 is that of the country of his duty station or to a staff member while he is excluded under Rule 104.7.

(b) Members of the Field Service and staff members recruited specifically for service with a mission shall not be eligible for non-resident's allowance.

SCHEDULE OF POST ADJUSTMENTS (additions)^{a/}

(In US dollars)

(i) For areas where cost of living is higher than at the base

Level	Step													
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	
U-S.	D	816												
	S	544												
D-2.	D	696	708	720	732									
	S	464	472	480	488									
D-1.	D	624	636	648	660	672	684	696						
	S	416	424	432	440	448	456	464						
P-5.	D	564	576	588	600	612	624	636	648	660	672			
	S	376	384	392	400	408	416	424	432	440	448			
P-4.	D	468	480	492	504	516	528	540	552	564	576	588	600	
	S	312	320	328	336	344	352	360	368	376	384	392	400	
P-3.	D	384	396	408	420	432	444	456	468	480	492	504	516	528
	S	256	264	272	280	288	296	304	312	320	328	336	344	352
P-2.	D	324	336	336	348	360	372	372	384	396	408	420		
	S	216	224	224	232	240	248	248	256	264	272	280		
P-1.	D	252	264	264	276	288	300	300	312	324	336			
	S	168	176	176	184	192	200	200	208	216	224			

^{a/} For each 5 per cent by which the cost of living in any area is above the base level the above amounts of post adjustment shall be added to base salaries of staff members serving in the area concerned.

SCHEDULE OF POST ADJUSTMENTS (deductions)^{a/}

(In US dollars)

(ii) For areas where cost of living is lower than at the base

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
U-S S and D	544												
D-2 S and D	464	472	480	488									
D-1 S and D	416	424	432	440	448	456	464						
10 P-5 S and D	376	384	392	400	408	416	424	432	440	448			
P-4 S and D	312	320	328	336	344	352	360	368	376	384	392	400	
P-3 S and D	256	264	272	280	288	296	304	312	320	328	336	344	352
P-2 S and D	216	224	224	232	240	248	248	256	264	272	280		
P-1 S and D	168	176	176	184	192	200	200	208	216	224			

D- rate of post adjustment applicable to staff members with a dependent spouse or child.

S- rate of post adjustment applicable to staff members with no dependent spouse or child.

^{a/} For each 5 per cent by which the cost of living in any area is below the base level the above amounts of post adjustment shall be deducted from base salaries of staff members serving in the area concerned.

benefits and post adjustments, which are not subject to staff assessment, but may be subject to national income taxation.

Dependency benefits

Regulation 3.4:

(a) Under-Secretaries and staff members in the Principal Officer and Director category or in the Professional category shall be entitled to receive dependency allowances as follows:

(i) At \$400 per annum for a dependent wife or dependent husband and at \$300 per annum for each dependent child; or

(ii) Where there is no dependent spouse, a single annual allowance of \$200 for either a dependent parent, a dependent brother or a dependent sister.

(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.

Rule 103.18

Deductions and Contributions

(a) There shall be deducted, each pay period, from the total payments due to each staff member:

(i) Staff assessment, at the rates and subject to the conditions prescribed in Regulation 3.3;

(ii) Contributions to the United Nations Joint Staff Pension Fund, based on the staff member's pensionable remuneration as defined in Rule 103.16.

(b) Deductions from salaries, wages and other emoluments may also be made for the following purposes:

(i) For contributions, other than to the United Nations Joint Staff Pension Fund, for which provision is made under these Rules;

(ii) For indebtedness to the United Nations;

(iii) For indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General.

Rule 103,19
Children's Allowances
(Cancelled)

Rule 103,20
Education Grant

Definitions

(a) For the purposes of this rule:

- (i) "Child" means a child in respect of whom a dependency allowance is payable under Rules 103.23 (b) and 103.24 (b).
- (ii) "Home Country" means the country of home leave of the staff member under Rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent.
- (iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

(b) A staff member, who is regarded as an international recruit under Rule 104.7, and whose duty station is outside his home country, shall be entitled to an education grant in respect of each dependent child in full-time attendance at a school, university or similar educational institution. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under Rule 104.6 as a local recruit at his 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) Attendance at a university or similar educational institution at the duty station;
- (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 of a language of the home country at duty stations where satisfactory school facilities for learning that language are not available; or
- (vi) Vocational training or apprenticeship which either does not involve full-time schooling or in which the child receives payment for services rendered.

(c) The grant shall be payable up to the end of the school year in which the child reaches the age of 21 years. If the child's education is interrupted for at least one year by national service or by illness, 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 a maximum grant of \$700 a year;
- (ii) Where the institution does not provide board, \$400 plus 75 per cent of the cost of attendance up to a maximum grant of \$700 a year.

(e) In the case of attendance at an educational institution at the duty station, except as in (b) (iii) above, the amount of the grant shall be 75 per cent of the cost of attendance up to a maximum grant of \$700 a year.

(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.

(c) A staff member who intends to acquire permanent residence status in any country other than that of his nationality, or who intends to change his nationality, shall notify the Secretary-General of that intention before the change in his residence status or in his nationality becomes final.

(d) A staff member who is arrested, charged with an offence other than a minor traffic violation, or summoned before a Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall immediately report the fact to the Secretary-General.

(e) A staff member may at any time be required by the Secretary-General to supply information concerning facts anterior to his appointment and relevant to his suitability, or concerning facts relevant to his integrity, conduct and service as a staff member.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Rule 104.5

Geographical Distribution

Recruitment on as wide a geographical basis as possible, in accordance with the requirements of Staff Regulation 4.2, shall not apply to posts in the General Service category or in similar salary levels.

Rule 104.6

Local Recruitment

(a) The conditions under which staff members shall be regarded as local recruits for the purposes of these rules at each duty station, including missions, are set forth in Appendix B.

(b) A staff member regarded as having been locally recruited, shall not be eligible for the allowances or benefits indicated under Rule 104.7.

Rule 104.7

International Recruitment

(a) Staff members other than those regarded under Rule 104.6 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their dependants, removal of household effects, non-resident's allowance, home leave, education grant and repatriation grant.

(b) Members of the Field Service and staff members recruited specifically for mission service shall not be eligible for non-resident's allowance or removal of household effects.

(c) A staff member who has changed his residential status in such a way that he may, in the opinion of the Secretary-General, be deemed to be a permanent resident of any country other than that of his nationality may lose entitlement to non-resident's allowance, home leave, education grant, repatriation grant and payment of travel expenses upon separation for himself and his dependants and removal of household effects, based upon place of home leave, if the Secretary-General considers that the continuation of such entitlement would be contrary to the purposes for which the allowance or benefit was created. Conditions governing entitlement to international benefits in the light of residential status are shown in Appendix B.

Rule 104.8

Nationality

(a) In the application of Staff Regulations and Rules, the United Nations shall not recognise more than one nationality for each staff member.

(b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Rule 104.9

(Cancelled)

Rule 104.10

Family Relationships

(a) Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: husband, wife, father, mother, son, daughter, brother or sister.

(b) Staff members who bear any of the relationships specified in (a) above shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.

(c) If two staff members marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant staff rules; their appointment status shall not, however, be affected.

Regulation 4.4: Subject to the provisions of Article 101, Paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply on a reciprocal basis to the specialised agencies brought into relationship with the United Nations.

Rule 104.11

(Cancelled)

Regulation 4.5: (a) Appointments of Under-Secretaries shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with these regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

