

SECRETARY-GENERAL'S BULLETIN NO. 53, REVISION 1

To: Members of the Staff

Subject: WITHIN-GRADE SALARY INCREASES

1. Purpose

SGB/53 of 27 November 1946 provides for within-grade salary increases from step one to step two of the grade. This bulletin establishes an overall policy for within-grade increases from step one to the final step of each grade. Effective as of 16 June 1947 it cancels and supersedes SGB/53 and IC/232 of 27 November 1946.

2. Application

This bulletin applies to all salaried staff members inside the classification plan in Grades 1 through 19 in all United Nations offices subject to the provisions of SGB/19/Rev.1. It will not, for instance, apply to interpreters outside the plan.

3. Requirements

(a) A staff member shall not accumulate service credits toward a salary increase for any time in excess of thirty consecutive working days during which he is on leave without pay.

(b) The increase will be granted on a certificate from the supervisor that the staff member's services have been satisfactory at the salary for the preceding step of the grade for periods shown below.

/Grade(s)

<u>Grade(s)</u>	<u>Within-Grade Increase</u>	<u>Step</u>	<u>Service Requirements</u>
1 - 6	First	1 to 2	6 months
	Second	2 to 3	6 months
	Third	3 to 4	1 year
	Fourth	4 to 5	1 year
	Fifth	5 to 6	2 years
	Sixth	6 to 7	3 years
7	First	1 to 2	6 months
	Second	2 to 3	6 months
	Third	3 to 4	1 year
	Fourth	4 to 5	2 years
	Fifth	5 to 6	2 years
	Sixth	6 to 7	3 years
8 - 19	First	1 to 2	1 year
	Second	2 to 3	1 year
	Third (as applicable)	3 to 4	2 years
	Fourth (as applicable)	4 to 5	2 years
	Fifth (as applicable)	5 to 6	3 years
	Sixth (as applicable)	6 to 7	3 years

4. Hourly Rate Staff Members

Staff members paid on an hourly basis, who have given six months' satisfactory service shall be eligible, upon the recommendation of their supervisors, for one increase in accordance with SGB/19/Rev.1.

5. Procedure

It shall be the duty of the Bureau of Personnel to notify departments so that a recommendation may be made by supervisors in respect of all staff members who are approaching the date when their eligibility for the within-grade salary increase is due to be determined.

/6. Retroactive

6. Retroactive Effect and Effective Date

The terms of this bulletin shall apply retroactively with respect to service requirements. Lump sum payments will be made for the period of any increases preceding 16 June 1947 on the basis of the salary schedule then in effect.

All approved within-grade increases shall be effective from the beginning of the pay period following completion of the required service.

By direction of the Secretary-General

(signed) Byron Price

Byron Price
Assistant Secretary-General for
Administrative and Financial Services
