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## SECRETARY-GENERAL'S BULLETIN No.10 (ADDENDUM 1)

To: Members of the Staff of the United Nations

### RULES FOR OVERTIME AND NIGHT DIFFERENTIAL PAY FOR CERTAIN CATEGORIES OF STAFF MEMBERS

1. The Provisional Classification and Salary Administration Rules are amended by the addition of Rule 17 and Rule 18 to Section IV, Salary-Administration.

2. Rule 17:

- (a) Members of the staff who are requested to work overtime in excess of the normal hours of work by their supervisor, when such overtime is authorized in advance by the Assistant Secretary-General in charge of the respective Department or Service or a designated representative, will be compensated for such overtime and for all hours of work on Saturday, Sunday and official holidays at a rate of  $1\frac{1}{2}$  times the hourly base rate of pay, provided that such work on Saturday or Sunday is not during the employee's regular tour of duty. In lieu of overtime payments eligible staff members, under agreement between the supervisor and the employee, may be granted compensatory time off (i.e., employees may be permitted either to report to work at an hour later than the regular reporting time or be granted several successive days off) in a number of hours equivalent to the overtime worked. Compensatory time off also may be authorized for certain categories of staff members who are not eligible for overtime payments where individuals have worked excessive hours of overtime. Compensatory time off is to be reported as Special

Leave with pay on the Leave and Attendance Report.

(b) The Bureau of Administrative Management and Budget,

Administrative and Financial Services will be responsible for controlling the amounts of overtime worked. This will include the establishment of categories of staff members eligible for overtime. For the immediate future, overtime compensated will be restricted to that necessitated by scheduled meetings of commissions or committees and the eligible categories will include:

- |                              |                           |
|------------------------------|---------------------------|
| 1. chauffeurs                | 8. telephone operators    |
| 2. clerks                    | 9. transport dispatcher   |
| 3. typists and clerk typists | 10. accountants           |
| 4. building guards           | 11. usher                 |
| 5. janitors and charwomen    | 12. escort                |
| 6. office machine operators  | 13. clockroom attendant   |
| 7. messengers                | 14. car parking attendant |

(c) The hourly base rate is derived by dividing 2080 into the per annum rate of pay.

3. Rule 18:

(a) Members of the staff regularly assigned to a tour of duty all or a part of which is between the hours of 6:00 P.M. and 6:00 A.M. will be compensated at a rate of 10% over the base rate of pay for such regular hours of work performed between 6:00 P.M. and 6:00 A.M.

4. The above rules 17 and 18 are effective from 25 March 1946.

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SECRETARY-GENERAL

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