

UNITED NATIONS NATIONS UNIES

SECRETARY-GENERAL'S BULLETIN NO. 19, ADDENDUM 1.

To: Members of the Staff of United Nations

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

1. The purpose of this bulletin is to lay down an interim procedure to meet the operating requirements for the pay period commencing 5 May 1946. The rules contained herein replace SGB/10, Addendum 1. Consideration is continuing as to a more definite policy.
2. The following rules are established, on an interim basis, as additions to the rules contained in SGB/19 of 3 May 1946, "Provisional Salary and Wage Administration," and for the purposes of paragraph 5 of Section 1 of SGB/22 of 20 May 1946, "Time Reporting and Overtime."

Rule 18:

(a) Members of the Staff who are required by their supervisor to work overtime in excess of the normal hours of work, and providing such overtime is authorized in advance by the Assistant Secretary-General in charge of the respective department or service, or by his designated representative, will be compensated for such overtime and for all hours of work on Saturday, Sunday and official holidays, provided further that such work on Saturday and Sunday is not during the staff member's regular tour of duty. The following principles shall apply:

- (i) Wherever possible, compensation for overtime shall be in the form of compensatory time off, and shall be granted at the earliest convenient date following the overtime work period.
- (ii) Where compensatory time off cannot be granted, the staff member may be authorized to receive cash payment

at the rate of $1\frac{1}{2}$ times the hourly base rate of his pay. Reporting of such overtime shall be in accordance with the instructions regarding time reporting and overtime as contained in SGB/22, and in accordance with the further instructions contained in Form F-27, "Certification of Personal Service."

(b) For the purposes of this interim arrangement, overtime compensation is restricted to the following categories of staff members:

- (i) Chauffeurs
- (ii) Clerks
- (iii) Typists and Clerk Typists
- (iv) Building Guards
- (v) Janitors and Charwomen
- (vi) Office Machine Operators
- (vii) Messengers
- (viii) Telephone Operators
- (ix) Transport Despatchers
- (x) Accountants (Only those engaged in auditing and clearance of payment of salaries and allowances)
- (xi) Ushers
- (xii) Escorts
- (xiii) Cloakroom Attendants
- (xiv) Car Parking Attendants
- (xv) Office Laborers
- (xvi) Secretaries and Stenographers, when in pools or working on special assignments outside their normal duties.

(c) In the case of salaried employees, the hourly base rate for the purposes of cash payment is derived by dividing 2080 into the per annum rate of pay.

(d) Cash payment for overtime is restricted to 20 hours per week for any one staff member except as may be provided otherwise under

special contract.

Rule 19:

(a) Members of the staff assigned to an established tour of duty all or 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 percent over the base rate of pay for such regular hours of work performed between 6:00 P.M. and 6:00 A.M. Any overtime pay for work between the hours of 6:00 P.M. to 6:00 A.M. shall be in lieu of the night differential.

3. These interim instructions will apply with respect to the pay period commencing 5 May 1946 and to subsequent pay periods pending issue of rules in replacement of these interim instructions. For the purposes of reporting of overtime on Forms F-27, F-28 and F-29 to the Comptroller for the pay period commencing 5 May 1946 and possibly subsequently, as above indicated, the reporting will be in accordance with these interim instructions. Executive Officers are advised to keep such detailed records of other overtime as may be deemed expedient pending issue of some definitive instructions. Nothing contained in this interim instruction is to be construed as necessarily implying any impending change in the regulations.

By direction of the Secretary-General

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