

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Staff rules 100.1 to 112.8, applicable to all staff members except those specified in rule 100.1, published in document ST/SGB/Staff Rules/1/Rev.8, are amended as described below.
2. Rules 103.20 (b), Education grant, and 105.3 (a), Home leave, are amended to implement General Assembly resolution 49/241 of 6 April 1995, in which the Assembly decided that the repatriation grant and other expatriate benefits would be limited to staff who both worked and resided in a country other than their home country.
3. Subparagraphs (d), (e) and (m) of rule 103.20, Education grant, are amended to reflect the different rates applicable to education grant claims whether received in respect of children studying in the United States of America or from other parts of the world, except in currency areas specifically designated.
4. Subparagraphs (a) (i) and (f) of rule 104.14, Appointment and Promotion Board, are amended to clarify that the Appointment and Promotion Board does not make recommendations in respect of the appointment or promotion of candidates having successfully passed a competitive examination.
5. A new rule 104.15 clarifies that candidates successful in competitive examinations administered in accordance with General Assembly resolutions 33/143, 35/210 and 49/222 are appointed at the P-1, P-2 and P-3 levels, or promoted from the General Service and related categories to the Professional category, on the recommendation of Boards of Examiners.
6. Rule 104.15, Medical examination, is renumbered as 104.16.
7. Rule 112.6, now entitled "Service reports", has been amended to implement section I of General Assembly resolution 49/222 A of 23 December 1994, in which the Assembly requested that the Performance Appraisal System apply to all staff, including at the Under-Secretary-General level. The amended text of rule 112.6 became effective on 31 October 1995.

8. Rule 112.8, Effective date and authentic texts of rules, is amended to update the text of the Staff Rules in accordance with the present amendment.

9. The scales of pensionable remuneration in appendix A to the Staff Rules for staff in the Professional and higher categories and for staff in the Field Service category, effective 1 November 1994, are replaced by the respective scales of pensionable remuneration effective 1 November 1995.

10. The salary scales in appendix B to the Staff Rules for staff in the General Service category, the Public Information Assistant and Tour Coordinator/Supervisor category and the Trades and Craft category, effective respectively 1 January 1995, 1 January 1995 and 1 September 1993, are replaced by the respective salary scales effective 1 January 1996.

11. The salary scale in appendix F to the Staff Rules for staff in the Language Teacher category, effective 1 January 1995, is replaced by the salary scale effective 1 January 1996.

12. New pages 23 to 26, 37 to 44, 99 and 100, 107 to 114, 121 and 122 are transmitted herewith for insertion in the Staff Rules.

Boutros BOUTROS-GHALI
Secretary-General

into account rule 104.10 (d), staff assessment shall apply to each at the single rate. If they have a dependent child or children, the dependency rate shall apply to the spouse having the higher salary level and the single rate to the other spouse.

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 staff regulation 3.3 and rule 103.17;
- (ii) Contributions to the United Nations Joint Staff Pension Fund in accordance with article 25 of the Regulations of the United Nations Joint Staff Pension Fund and 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;
- (iv) For lodging provided by the United Nations, by a Government or by a related institution;
- (v) For contributions to a staff representative body established pursuant to staff regulation 8.1, provided that each staff member has the opportunity to withhold his or her consent to, or at any time to discontinue, such deduction, by notice to the Secretary-General.

Rule 103.19

(Cancelled)

Rule 103.20

Education grant

Definitions

- (a) For the purposes of this rule:
- (i) "Child" means a child of a staff member who is dependent upon the staff member for main and continuing support. "Disabled child" means a child

who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

- (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 who resides and serves at a duty station which is outside his or her home country, shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution, provided the appointment or assignment is for a minimum of six months, or, if initially for a period of less than six months, is extended so that total continuous service is at least six months. If such a staff member is reassigned to a duty station within his or her home country, he or she may receive the education grant for the balance of the school year, not exceeding one full school year after his or her return from expatriate service. The Secretary-General may also authorize payment of the education grant, during mission service of not less than six months, to a staff member regarded under rule 104.6 as a local recruit at his or her 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) (Cancelled)
 - (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 in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available;
 - (vi) Vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.
- (c)
 - (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;
 - (ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, 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, and unless educational expenses are incurred in designated currencies other than the United States dollar, in which case the maximum amounts shall be those established for each of the designated currencies, the amount of the grant shall be:

- (i) Where the institution provides board for the child, 75 per cent of the allowable costs of attendance and of the cost of board up to \$13,000 (\$16,900 if education takes place in the United States) a year, with a maximum grant of \$9,750 a year (\$12,675 in the United States);
- (ii) Where the institution does not provide board, \$2,900 (\$3,770 if education takes place in the United States) plus 75 per cent of the allowable costs of attendance up to \$9,133 a year (\$11,873 in the United States), with a maximum grant of \$9,750 a year (\$12,675 in the United States).

However, in the case of staff members serving at designated duty stations, 100 per cent of boarding costs up to \$3,000 a year may be reimbursed in respect of attendance at the primary or secondary levels, as an amount additional to the maximum grant of \$9,750 a year (\$12,675 in the United States).

(e) In the case of attendance at an educational institution at the duty station:

- (i) The amount of the grant shall be 75 per cent of the cost of attendance up to \$13,000 a year (\$16,900 if education takes place in the United States), with a maximum grant of \$9,750 a year (\$12,675 in the United States);
- (ii) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) above.

(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.

Travel

(h) A staff member to whom an education grant is payable under paragraph (d) or under subparagraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

- (i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;
- (ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;

- (iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

However, in the case of staff members serving at designated duty stations, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave. Such expenses may also be paid for up to two round trips per school year in the case indicated in paragraph (r) below.

Tuition of the mother tongue

(i) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under staff regulation 3.2 (c).

Claims

(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

Establishment of the grant in local currency

(k) When the educational expenses are incurred in countries specially designated by the Secretary-General, the amounts set out in paragraphs (d) and (e) above shall be established in local currency.

Special education grant for disabled children

(l) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(m) The amount of the grant shall be 100 per cent of the educational expenses actually incurred up to a maximum grant of \$13,000 a year (\$16,900 if educational expenses are incurred in the United States). If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed \$13,000 a year (\$16,900 if educational expenses are incurred in the United States) unless educational expenses are incurred in designated currencies other than the United States dollar, in which case the maximum amounts shall be those established for each of the designated currencies. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.

(n) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-five years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-eight years.

(o) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

- (ii) Without prejudice to the provisions of subparagraph (b) (ii) below, the Secretary-General may, in appropriate cases, reduce or waive the required period of probationary service following an equivalent period of continuous service on fixed-term appointment.

(b) Fixed-term appointment

- (i) The fixed-term appointment, having an expiration date specified in the letter of appointment, may be granted for a period not exceeding five years to persons recruited for service of prescribed duration, including persons temporarily seconded by national Governments or institutions for service with the United Nations.
- (ii) The fixed-term appointment does not carry any expectancy of renewal or of conversion to any other type of appointment.
- (iii) Notwithstanding subparagraph (ii) above, upon completion of five years of continuous service on fixed-term appointments, a staff member who has fully met the criteria of staff regulation 4.2, and who is under the age of fifty-three years, will be given every reasonable consideration for a permanent appointment, taking into account all the interests of the Organization.

(c) Indefinite appointment

The indefinite appointment may be granted to:

- (i) Persons specifically recruited for mission service who are not granted a fixed-term or regular appointment;
- (ii) Persons specifically recruited for service with the Office of the United Nations High Commissioner for Refugees or any other agency or office of the United Nations as may be designated by the Secretary-General.

The indefinite appointment does not carry any expectancy of conversion to any other type of appointment. The indefinite appointment shall have no specific expiration date and, except as provided in staff rule 106.2 (a) (iv), shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

Rule 104.13

Permanent appointments

(a) Permanent appointment

- (i) The permanent appointment may be granted, in accordance with the needs of the Organization, to staff members who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter, provided that:

- a. They have completed the period of probationary service required by rule 104.12 (a) (i), or

- (ii) Subject to the criteria of Article 101, paragraph 3, of the Charter and to the provisions of staff regulations 4.2 and 4.4, the Appointment and Promotion Board shall, in filling vacancies, normally give preference, where qualifications are equal, to staff members already in the Secretariat and staff members in other international organizations.

(b) Composition and procedures of the Appointment and Promotion Board

- (i) The Appointment and Promotion Board shall consist of seven members and an appropriate number of alternates to be determined by the Secretary-General, at the Principal Officer level and above. The Assistant Secretary-General for Human Resources Management, or an authorized representative shall serve ex officio as a non-voting member of the Board. The other members and alternates shall be appointed by the Secretary-General after consultation with the appropriate staff representative body. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that three members and at least three alternates are appointed from nominees submitted by the appropriate staff representative body.
- (ii) The Board shall elect its own Chairman and establish its own procedures.

(c) Composition and procedures of the Appointment and Promotion Committees

- (i) The Appointment and Promotion Committee at Headquarters shall consist of seven members and fourteen alternates, at the Second Officer level and above. A designated official of the Office of Human Resources Management shall serve ex officio as a non-voting member of the Committee. The other members and alternates shall be appointed by the Secretary-General after consultation with the appropriate staff representative body. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that three members and seven alternates are appointed from nominees submitted by the appropriate staff representative body. The Appointment and Promotion Committees established at other designated offices shall be similarly constituted and shall be composed of five or seven members and an equal number of alternates, with at least half appointed from nominees submitted by the appropriate staff representative body.
- (ii) Each committee shall elect its own Chairman and, subject to such general directives as may be issued by the Board, shall establish its own procedures.

(d) Subsidiary panels

As necessary, working groups at Headquarters and in other designated offices, with functions comparable to those of the Appointment and Promotion Board and committees, may be appointed in the same manner by the Secretary-General.

- (e) For any particular review where promotion is envisaged, the rank of members or alternates serving on the committees or subsidiary panels shall not be below the level to which promotion is contemplated.

(f) Functions of the Appointment and Promotion Board

The function of the Appointment and Promotion Board shall be to make recommendations to the Secretary-General in respect of the following:

(i) Appointment

Proposed probationary appointments and other proposed appointments of a probable duration of one year or more, excluding the appointment of persons recruited specifically for service with a mission, and the appointment of candidates having successfully passed a competitive examination, in accordance with staff rule 104.15.

(ii) Review

- a. The suitability for permanent appointment of staff members whose eligibility is established under the terms of rule 104.13 (a) (i). With respect to holders of probationary appointments, recommendations of the Board may include extension of the probationary period for one additional year or separation from the service.
- b. The review of appointments of staff members holding permanent appointments, as may be referred to it in accordance with the provisions of rule 104.13 (b) (ii). Upon completion of the first five years of service under such appointments, for the purpose of determining whether the staff member concerned has maintained the standards of efficiency, competence and integrity established in the Charter.
- c. The review of proposals for the termination of permanent appointments for unsatisfactory services under staff regulation 9.1 (a) in accordance with the special procedure established for that purpose by the Secretary-General.

(iii) Promotion

- a. The selection of staff members qualified for promotion, except for staff having successfully passed a competitive examination, in accordance with staff rule 104.15.
- b. Minimum periods of service in the grade, as a normal requirement for consideration for promotion, shall be established by the Secretary-General upon recommendation by the Appointment and Promotion Board.

(iv) Transfer or reassignment

Lateral transfers or reassignments of a probable duration of one year or more.

(g) The foregoing functions with respect to staff in the Professional category and at the Principal Officer level will be performed by the Appointment and Promotion Board or, at its request, by the Appointment and Promotion Committees, which will report to the Board. The same functions in respect of staff in the General Service category will normally be performed by working groups, in accordance with the provisions establishing such working groups.

Rule 104.15 (new)

Competitive examinations

(a) Boards of Examiners established by the Secretary-General shall ensure the regularity of the competitive examinations administered in accordance with conditions established by the Secretary-General.

(b) Boards of Examiners shall make recommendations to the Secretary-General in respect of the following:

(i) Appointment

Appointment to P-1 and P-2 posts and to posts requiring special language competence shall be made exclusively through competitive examination. Appointment to posts at the P-3 level shall be made normally through competitive examination.

(ii) Promotion

Promotion to the Professional category of staff from the General Service and related categories having successfully passed the appropriate competitive examinations, within the limits established by the General Assembly. Such promotion shall be made exclusively through competitive examination.

Rule 104.16
(renumbered)

Medical examination

(a) Staff members may be required from time to time to satisfy the United Nations Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the United Nations Medical Officer before they go on or after they return from mission service.

Article V

ANNUAL AND SPECIAL LEAVE

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months. A staff member whose home country is either the country of his or her official duty station or the country of his or her normal residence while in the United Nations service, shall not be eligible for home leave.

Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 105.1

Annual leave

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below and of rule 105.2 (c). No leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under rule 106.4.

(b) (i) Annual leave may be taken in units of days and half-days.

(ii) Leave may be taken only when authorized. If a staff member is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Secretary-General, the absence was caused by reasons beyond the staff member's control, and the staff member has accrued annual leave, the absence will be charged to that leave.

(iii) All arrangements as to leave shall be subject to the exigencies of the service, which may require that leave be taken by a staff member during a period designated by the Secretary-General. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.

(c) Annual leave may be accumulated, provided that not more than twelve weeks of such leave shall be carried forward beyond 1 January of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) (Cancelled)

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Rule 105.2

Special leave

- (a) (i) Special leave may be granted for advanced study or research in the interest of the United Nations, in cases of extended illness, for child care or for other important reasons for such period as the Secretary-General may prescribe. In exceptional cases, the Secretary-General may, at his initiative, place a staff member on special leave with full pay if he considers such leave to be in the interest of the Organization.
- (ii) Special leave is normally without pay. In exceptional circumstances, special leave with full or partial pay may be granted.
- (iii) In the case of adoption of a child, special leave with full pay may be granted under the conditions and for the period established by the Secretary-General.
- (iv) Special leave shall not be authorized for governmental service in a political office, in a diplomatic or other representational post or for the purpose of performing any functions that are incompatible with the staff member's continuing status as an international civil servant. In exceptional circumstances, special leave without pay may be granted to a staff member who is requested by his or her Government to render temporary services involving functions of a technical nature.

(b) A staff member, other than one recruited specifically for a mission, who has completed one year of satisfactory probationary service or who has a permanent appointment and who is called upon to serve in the armed forces of the State of which the staff member is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with terms and conditions set forth in appendix C to these Rules.

(c) Staff members shall not accrue service credits towards sick, annual and home leave, salary increment, seniority, termination indemnity and repatriation grant during periods of special leave with partial pay or without pay. Periods of less than one full month of such leave shall not affect the ordinary rates of accrual. Continuity of service shall not be considered broken by periods of special leave.

Rule 105.3

Home leave

(a) Staff members regarded as international recruits under rule 104.7 (a) and not excluded from home leave under rule 104.7 (c), who are residing and serving outside their home country and who are otherwise eligible, shall be entitled once in every two years of qualifying service to visit their home country at United Nations expense for the purpose of spending in that country a substantial period of annual leave. Leave taken for this purpose and under the terms and conditions set forth in this rule shall hereinafter be referred to as home leave.

Chapter XII

GENERAL PROVISIONS

Rule 112.1

Gender of terms

In the French text of these Rules reference to staff members in the masculine gender shall apply to staff members of both sexes, unless clearly inappropriate from the context.

Rule 112.2

Amendment of, and exceptions to, Staff Rules

(a) Subject to regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to the Staff Rules may be made by the Secretary-General, provided that such exception is not inconsistent with any staff regulation or other decision of the General Assembly and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of any other staff member or group of staff members.

Rule 112.3

Financial responsibility

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's negligence or of his or her having violated any regulation, rule or administrative instruction.

Rule 112.4

Liability insurance

In accordance with resolution 22 (1) (E) of the 31st plenary meeting of the General Assembly, staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars.

Rule 112.5

Staff member's beneficiaries

(a) At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to the staff member's credit will be paid to his or her nominated beneficiary or beneficiaries, subject to application of the Staff Rules and of the Joint Staff Pension Fund Regulations. Such payment shall afford the United Nations a complete release from all further liability in respect of any sum so paid.

(c) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will, upon the staff member's death, be paid to his or her estate.

Rule 112.6

Service reports

The performance of every staff member, up to and including the level of Under-Secretary-General, shall be the subject of reports made annually by the staff member's supervisors. Such reports, which shall be shown to the staff member, shall form a part of his or her permanent cumulative record.

Rule 112.7

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the United Nations.

Rule 112.8

Effective date and authentic texts of rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.4 and 12.5, rules 100.1 to 112.8 as published in the present revised edition (ST/SGB/Staff Rules/1/Rev.8/Amend.1) shall be effective 1 January 1996. The English and French texts of these rules are equally authoritative.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor dependent child at time of separation	
		Professional and higher categories	General Service category
Weeks of gross salary, less staff assessment, where applicable <u>a/</u> or			
Weeks of pensionable remuneration less staff assessment, where applicable <u>b/</u>			
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

(In United States dollars)

Effective 1 November 1995

Level	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG	166 213														
Assistant Secretary-General															
ASG	153 788														
Director															
D-2	128 653	131 741	134 651	137 674	140 764	143 923									
Principal Officer															
D-1	113 430	116 001	118 626	121 197	123 829	126 439	128 966	131 546	134 173						
Senior Officer															
P-5	100 694	103 001	105 211	107 462	109 796	111 958	114 263	116 922	119 303	121 535	123 811	126 127	128 487		
First Officer															
P-4	82 782	84 976	87 157	89 235	91 494	93 671	95 881	98 333	100 582	102 967	104 559	106 811	109 112	111 461	113 863
Second Officer															
P-3	67 831	69 937	71 972	73 914	75 918	77 895	80 003	82 524	84 177	86 403	88 036	89 979	91 991	94 046	96 149
Associate Officer															
P-2	54 823	56 574	58 233	60 012	61 788	63 408	65 173	67 245	69 205	70 977	72 351	73 755			
Assistant Officer															
P-1	42 990	44 465	45 773	47 105	48 575	49 892	51 471	53 529	55 265	56 851					

Salary scale for the Field Service category showing annual gross salaries and net equivalents
after application of staff assessment

(In United States dollars)

Effective 1 March 1995

Level	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	Gross	67 218	69 083	70 948	72 810	74 673	76 566	78 463	80 358	82 254	84 149	86 046	87 944		
	Net D	48 531	49 650	50 769	51 886	53 004	54 124	55 243	56 361	57 480	58 598	59 717	60 837		
	Net S	45 146	46 164	47 183	48 199	49 216	50 241	51 265	52 288	53 312	54 335	55 360	56 385		
FS-6	Gross	55 252	56 961	58 670	60 375	62 084	63 793	65 506	67 248	68 982	70 718	72 457	74 192		
	Net D	41 254	42 296	43 339	44 379	45 421	46 464	47 505	48 549	49 589	50 631	51 674	52 715		
	Net S	38 525	39 473	40 422	41 368	42 317	43 265	44 212	45 162	46 109	47 057	48 007	48 954		
FS-5	Gross	46 570	47 979	49 390	50 802	52 214	53 625	55 038	56 495	57 954	59 411	60 869	62 326	63 784	
	Net D	35 789	36 677	37 566	38 455	39 345	40 234	41 123	42 012	42 902	43 791	44 680	45 569	46 458	
	Net S	33 555	34 362	35 170	35 980	36 789	37 597	38 406	39 215	40 024	40 833	41 642	42 451	43 260	
FS-4	Gross	40 134	41 272	42 405	43 540	44 675	45 835	47 006	48 181	49 351	50 522	51 692	52 824	54 035	55 213
	Net D	31 637	32 377	33 113	33 851	34 589	35 326	36 064	36 804	37 541	38 279	39 016	39 729	40 492	41 230
	Net S	29 760	30 437	31 111	31 786	32 462	33 133	33 804	34 478	35 148	35 819	36 490	37 138	37 832	38 503
FS-3	Gross	34 569	35 517	36 482	37 448	38 411	39 378	40 343	41 309	42 275	43 235	44 203	45 173	46 171	47 165
	Net D	28 007	28 636	29 263	29 891	30 517	31 146	31 773	32 401	33 029	33 653	34 282	34 909	35 538	36 164
	Net S	26 433	27 013	27 587	28 162	28 735	29 310	29 884	30 459	31 034	31 605	32 181	32 754	33 326	33 896
FS-2	Gross	29 979	30 791	31 609	32 422	33 238	34 053	34 831	35 715	36 568	37 422	38 274	39 125		
	Net D	24 885	25 438	25 994	26 547	27 102	27 656	28 185	28 765	29 319	29 874	30 428	30 981		
	Net S	23 536	24 049	24 565	25 078	25 593	26 107	26 598	27 130	27 638	28 146	28 653	29 159		
FS-1	Gross	26 127	26 814	27 500	28 186	28 872	29 561	30 259	30 975	31 693	32 409				
	Net D	22 150	22 638	23 125	23 612	24 099	24 588	25 076	25 563	26 051	26 538				
	Net S	21 017	21 466	21 915	22 364	22 812	23 263	23 713	24 165	24 618	25 070				

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

(In United States dollars)

Effective 1 November 1995

Level	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	79 522	81 738	83 953	86 171	88 385	90 603	92 818	95 035	97 249	99 467	101 546	103 897			
FS-6	65 590	67 058	68 528	69 997	71 468	72 937	74 406	75 876	77 345	78 816	80 284	81 755			
FS-5	51 852	53 203	54 554	55 905	57 259	58 609	59 960	61 311	62 664	64 013	65 365	66 716	68 068		
FS-4	42 524	43 706	44 890	46 071	47 255	48 437	49 622	50 801	51 986	53 168	54 352	55 533	56 717	57 898	59 082
FS-3	34 373	35 493	36 642	37 778	38 914	40 048	41 211	42 404	43 582	44 775	45 954	47 189	48 425	49 661	50 896
FS-2	30 161	31 139	32 115	33 095	34 070	35 060	36 081	37 088	38 109	39 127	41 168	42 187			
FS-1	26 769	27 518	28 262	29 013	29 875	30 750	31 611	32 489	33 351	34 213					

Appendix B

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, PUBLIC INFORMATION ASSISTANT AND TOUR COORDINATOR/SUPERVISOR AND TRADES AND CRAFTS CATEGORIES AT HEADQUARTERS

Salary scale for staff in the General Service category at Headquarters

(In United States dollars)

Effective 1 January 1996

		S T E P S										
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	49 004	50 947	52 889	54 837	56 793	58 749	60 705	62 665	64 635	66 604	68 574*
	(Gross PR)	48 137	50 043	51 959	53 876	55 793	57 709	59 631	61 560	63 490	65 420	67 350*
	(Total net)	37 243	38 661	40 079	41 497	42 915	44 333	45 751	47 169	48 587	50 005	51 423*
	(Net PR)	37 243	38 661	40 079	41 497	42 915	44 333	45 751	47 169	48 587	50 005	51 423*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-6	(Gross)	44 184	45 925	47 678	49 432	51 185	52 938	54 697	56 462	58 228	59 993	61 759*
	(Gross PR)	43 405	45 122	46 840	48 558	50 280	52 009	53 739	55 468	57 197	58 926	60 668*
	(Total net)	33 715	34 995	36 275	37 555	38 835	40 115	41 395	42 675	43 955	45 235	46 515*
	(Net PR)	33 715	34 995	36 275	37 555	38 835	40 115	41 395	42 675	43 955	45 235	46 515*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-5	(Gross)	39 811	41 388	42 965	44 541	46 119	47 707	49 295	50 882	52 470	54 058	55 657*
	(Gross PR)	39 094	40 642	42 198	43 755	45 311	46 868	48 424	49 983	51 550	53 116	54 684*
	(Total net)	30 501	31 660	32 819	33 978	35 137	36 296	37 455	38 614	39 773	40 932	42 091*
	(Net PR)	30 501	31 660	32 819	33 978	35 137	36 296	37 455	38 614	39 773	40 932	42 091*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-4	(Gross)	35 889	37 305	38 727	40 152	41 578	43 004	44 430	45 856	47 290	48 726	50 162*
	(Gross PR)	35 243	36 639	38 036	39 433	40 832	42 238	43 644	45 051	46 457	47 863	49 269*
	(Total net)	27 608	28 656	29 704	30 752	31 800	32 848	33 896	34 944	35 992	37 040	38 088*
	(Net PR)	27 608	28 656	29 704	30 752	31 800	32 848	33 896	34 944	35 992	37 040	38 088*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-3	(Gross)	32 335	33 622	34 908	36 195	37 481	38 773	40 068	41 363	42 659	43 954	45 249*
	(Gross PR)	31 732	33 002	34 271	35 540	36 810	38 079	39 348	40 620	41 899	43 176	44 534*
	(Total net)	24 978	25 930	26 882	27 834	28 786	29 738	30 690	31 642	32 594	33 546	34 498*
	(Net PR)	24 978	25 930	26 882	27 834	28 786	29 738	30 690	31 642	32 594	33 546	34 498*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-2	(Gross)	29 152	30 306	31 460	32 619	33 781	34 943	36 105	37 268	38 433	39 603*	
	(Gross PR)	28 608	29 740	30 871	32 015	33 161	34 307	35 453	36 599	37 745	38 891*	
	(Total net)	22 608	23 468	24 328	25 188	26 048	26 908	27 768	28 628	29 488	30 348*	
	(Net PR)	22 608	23 468	24 328	25 188	26 048	26 908	27 768	28 628	29 488	30 348*	
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-1	(Gross)	26 275	27 318	28 361	29 404	30 447	31 490	32 536	33 586	34 636*		
	(Gross PR)	25 783	26 806	27 829	28 852	29 874	30 897	31 933	32 969	34 006*		
	(Total net)	20 465	21 242	22 019	22 796	23 573	24 350	25 127	25 904	26 681*		
	(Net PR)	20 465	21 242	22 019	22 796	23 573	24 350	25 127	25 904	26 681*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

ALLOWANCES

Dependency allowances

\$
(Net per annum)

Child	1 188
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependent	1 181

Language allowance (to be included in pensionable remuneration)

First language	1 380
Second language	690

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, see ST/IC/1994/15 and 17.

Salary scale for staff in the Security Service category at Headquarters showing
annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1993

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	60 905	63 190	65 483	67 776	70 070	72 396	74 721	77 046	79 372*				
(Net)	45 896	47 547	49 198	50 849	52 500	54 151	55 802	57 453	59 104*				
S-6	56 577	58 699	60 822	62 951	65 089	67 226	69 364	71 523	73 690*				
	42 758	44 297	45 836	47 375	48 914	50 453	51 992	53 531	55 070*				
S-5	52 247	54 204	56 174	58 143	60 113	62 083	64 067	66 050	68 033*				
	39 610	41 038	42 466	43 894	45 322	46 750	48 178	49 606	51 034*				
S-4	47 862	49 656	51 451	53 245	55 047	56 854	58 661	60 468	62 276*				
	36 409	37 719	39 029	40 339	41 649	42 959	44 269	45 579	46 889*				
S-3	44 839	46 240	47 648	49 056	50 464	51 873	53 281	54 694	56 112	57 530	58 948*		
	34 197	35 225	36 253	37 281	38 309	39 337	40 365	41 393	42 421	43 449	44 477*		
S-2	40 472	41 737	43 003	44 268	45 533	46 804	48 078	49 352	50 626	51 900	53 174	54 451	55 734*
	30 987	31 917	32 847	33 777	34 707	35 637	36 567	37 497	38 427	39 357	40 287	41 217	42 147*
S-1	36 109	37 234											
	27 771	28 603											

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

ALLOWANCES

Dependency allowances

\$
(Net per annum)

Dependent spouse	3 038
Child	1 188
Except for first dependent child of a single, widowed or divorced staff member	3 038
Secondary dependent	1 181

Language allowance (to be included in pensionable remuneration)

First language	1 380
Second language	690

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Salary scale for staff in the Public Information Assistant and
Tour Coordinator/Supervisor category at Headquarters

(In United States dollars)

Effective 1 January 1996

Level		S T E P S				
		I	II	III	IV	V
Tour Coordinator/Supervisor and	(Gross)	43 246	45 365	47 493	49 626	51 759
Briefing Assistant <u>a/</u>	(Gross PR)	42 479	44 569	46 659	48 749	50 847
	(Total net)	33 026	34 583	36 140	37 697	39 254
	(Net PR)	33 026	34 583	36 140	37 697	39 254
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	38 127	39 759	41 392	43 024	44 657
	(Gross PR)	37 449	39 048	40 650	42 259	43 869
	(Total net)	29 263	30 463	31 663	32 863	34 063
	(Net PR)	29 263	30 463	31 663	32 863	34 063
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	35 024	36 507			
	(Gross PR)	34 387	35 848			
	(Total net)	26 968	28 065			
	(Net PR)	26 968	28 065			
	(NPC)	0	0			

a/ Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

ALLOWANCES

<u>Dependency allowances</u>	\$ (Net per annum)
Child	1 188
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependent	1 181

Language allowance: not entitled.

For an explanation of the format of salary scales, see ST/IC/1994/15 and 17.

Salary scale for staff in the Trades and Crafts category at Headquarters

(In United States dollars)

Effective 1 January 1996

Level		S T E P S						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	58 979	60 943	62 914	64 892	66 869	68 847	70 837
	(Gross PR)	57 934	59 866	61 804	63 742	65 680	67 618	69 556
	(Total net)	44 500	45 924	47 348	48 772	50 196	51 620	53 044
	(Net PR)	44 500	45 924	47 348	48 772	50 196	51 620	53 044
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	55 441	57 292	59 143	60 994	62 851	64 715	66 579
	(Gross PR)	54 469	56 283	58 096	59 917	61 743	63 569	65 396
	(Total net)	41 935	43 277	44 619	45 961	47 303	48 645	49 987
	(Net PR)	41 935	43 277	44 619	45 961	47 303	48 645	49 987
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	51 915	53 641	55 377	57 114	58 852	60 590	62 331
	(Gross PR)	51 000	52 704	54 406	56 109	57 812	59 519	61 234
	(Total net)	39 368	40 628	41 888	43 148	44 408	45 668	46 928
	(Net PR)	39 368	40 628	41 888	43 148	44 408	45 668	46 928
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	48 404	50 018	51 632	53 245	54 865	56 490	58 114
	(Gross PR)	47 550	49 132	50 720	52 312	53 904	55 496	57 088
	(Total net)	36 805	37 983	39 161	40 339	41 517	42 695	43 873
	(Net PR)	36 805	37 983	39 161	40 339	41 517	42 695	43 873
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	44 905	46 399	47 900	49 401	50 903	52 404	53 905
	(Gross PR)	44 115	45 585	47 057	48 528	50 002	51 482	52 962
	(Total net)	34 245	35 341	36 437	37 533	38 629	39 725	40 821
	(Net PR)	34 245	35 341	36 437	37 533	38 629	39 725	40 821
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	41 419	42 799	44 178	45 558	46 944	48 333	49 722
	(Gross PR)	40 677	42 037	43 398	44 759	46 119	47 480	48 841
	(Total net)	31 683	32 697	33 711	34 725	35 739	36 753	37 767
	(Net PR)	31 683	32 697	33 711	34 725	35 739	36 753	37 767
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	37 939	39 205	40 472	41 739	43 005	44 272	45 539
	(Gross PR)	37 261	38 502	39 745	40 992	42 242	43 491	44 742
	(Total net)	29 125	30 056	30 987	31 918	32 849	33 780	34 711
	(Net PR)	29 125	30 056	30 987	31 918	32 849	33 780	34 711
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	34 462	35 609	36 757	37 904	39 059	40 214	41 369
	(Gross PR)	33 830	34 963	36 095	37 228	38 361	39 492	40 627
	(Total net)	26 552	27 401	28 250	29 099	29 948	30 797	31 646
	(Net PR)	26 552	27 401	28 250	29 099	29 948	30 797	31 646
	(NPC)	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

ALLOWANCES

Dependency allowances

\$
(Net per annum)

Child	1 188
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependent	1 181

Language allowance (to be included in pensionable remuneration)

First language	1 380
Second language	690

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

- (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- (b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, see ST/IC/1994/15 and 17.

Appendix D

RULES GOVERNING COMPENSATION IN THE EVENT OF DEATH, INJURY OR
ILLNESS ATTRIBUTABLE TO THE PERFORMANCE OF OFFICIAL DUTIES ON
BEHALF OF THE UNITED NATIONS

Issued as a separate document (ST/SGB/Staff Rules/Appendix D/Rev.1
and Amend.1) .

Article 16

Advisory Board on Compensation Claims

(d) The Board shall consist of:

(i) Three representatives of the Administration appointed by the
Secretary-General;

(ii) Three representatives of the staff appointed by the Secretary-General
on the recommendation of the Staff Committee;

who should have the necessary expertise in administrative and personnel matters.

Appendix E

(Cancelled)

Appendix F

Salary scale for staff in the Language Teacher category at Headquarters

(In United States dollars)

Effective 1 January 1996

Level	S T E P S											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT (Gross)	50 463	52 164	53 866	55 578	57 291	59 004	60 717	62 433	64 158	65 883	67 608	69 333
(Gross PR)	49 571	51 248	52 926	54 605	56 283	57 961	59 643	61 332	63 022	64 711	66 401	68 090
(Total net)	38 308	39 550	40 792	42 034	43 276	44 518	45 760	47 002	48 244	49 486	50 728	51 970
(Net PR)	38 308	39 550	40 792	42 034	43 276	44 518	45 760	47 002	48 244	49 486	50 728	51 970
(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave without pay.

ALLOWANCES

Dependency allowances

\$
(Net per annum)

Child	1 188
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependent	1 181

Language allowance: not entitled.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, see ST/IC/1994/15 and 17.

