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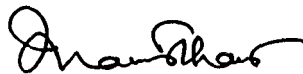
UN/SA COLLECTION ST/SGB/Staff Rules/2/Amend.2
8 February 1962

SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: STAFF RULES GOVERNING TECHNICAL
ASSISTANCE PROJECT PERSONNEL

1. Appendix I to Rule 203.1 is amended by substitution of new salary scales as approved by General Assembly resolution 1658 (XVI) of 28 November 1961.
2. Rule 203.2, Salary Increments, is amended by substitution, in line 7 of the rule, of the figure "\$18,500" for the existing figure "\$15,000".
3. Appendix II to Rule 203.5, is amended by substitution of a new schedule of post adjustments as approved by the above-mentioned General Assembly resolution.
4. Rule 203.8, Education Grant Benefits, is amended to give effect to the revised procedure for the determination of the amount of the grant as approved by General Assembly resolution 1730 (XVI) of 20 December 1961.
5. The foregoing amendments to the rules shall take effect as from 1 January 1962.
6. Revised pages 7-16 are transmitted herewith for replacement of the existing pages.



U Thant
Acting Secretary-General

CHAPTER I

Duties, Obligations and Privileges

Rule 201.1

Communication of Unpublished Information

Project personnel shall exercise particular discretion in issuing statements to the press, radio or other agencies of public information, releasing any visual information for publication, or taking part in mass communication activities such as film, radio or television productions which are in any way related to their project activities or to the aims, activities or interests of the United Nations.

Rule 201.2

Oath or Declaration

The oath or declaration administered under Regulation 1.9 shall not prevent the close collaboration of project personnel with a Government pursuant to an agreement between that Government and the United Nations.

Rule 201.3

Hours of Work and Official Holidays

- (a) Work schedules and official holidays shall be determined by the senior officer in the field with due regard to local conditions and practices and in consultation with representatives of other international organizations in the area.
- (b) The number of official holidays for any duty station shall not exceed eight days per year. When one of these official holidays falls on a Saturday or Sunday, the following Monday shall be observed as an official holiday in lieu thereof.
- (c) Project personnel who are nationals of any country which observes a national day, may take that day as an additional holiday.

CHAPTER III

Salaries and Related Allowances

Rule 203.1

Salaries and Related Allowances

- (a) Salaries of project personnel shall be fixed by the Secretary-General in accordance with Appendix I hereto.
- (b) The Secretary-General may, in exceptional circumstances, make an upward adjustment of the top salary specified in Appendix I.
- (c) Project personnel who are loaned to the United Nations on a reimbursable or non-reimbursable basis and who are not paid a salary directly by the United Nations may be given a monthly honorarium up to the equivalent of \$US250, subject to staff assessment under Rule 203.4. In the case of such project personnel, compensation for service-incurred death, illness or accident shall be determined on the basis of the salary rates at which the person would have been assigned had the Secretary-General set the rate for the appointment, and shall not include any honorarium.

Appendix I (Rule 203.1)

Salary Scales^{1/}

(Subject to the Staff Assessment Plan under Rule 203.4 and to post adjustments wherever applied)
(in United States dollars)

	<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>	<u>Step VI</u>	<u>Step VII</u>	<u>Step VIII</u>	<u>Step IX</u>	<u>Step X</u>	<u>Step XI</u>	<u>Step XII</u>
Level 7	20,500 (14,530)	21,400 (15,020)	22,300 (15,520)									
Level 6	16,300 (12,080)	17,000 (12,500)	17,700 (12,920)	18,400 (13,340)	19,100 (13,760)	19,800 (14,140)	20,500 (14,530)					
Level 5	14,000 (10,650)	14,400 (10,910)	14,800 (11,170)	15,200 (11,420)	15,600 (11,660)	16,080 (11,950)	16,560 (12,240)	17,040 (12,520)	17,520 (12,810)	18,000 (13,100)		
Level 4	11,400 (8,930)	11,750 (9,180)	12,100 (9,420)	12,450 (9,640)	12,800 (9,870)	13,200 (10,130)	13,600 (10,390)	14,000 (10,650)	14,400 (10,910)	14,800 (11,170)	15,200 (11,420)	
Level 3	9,300 (7,460)	9,600 (7,670)	9,900 (7,880)	10,200 (8,090)	10,500 (8,300)	10,800 (8,510)	11,100 (8,720)	11,400 (8,930)	11,750 (9,180)	12,100 (9,420)	12,450 (9,640)	12,800 (9,870)
Level 2	7,500 (6,130)	7,750 (6,310)	8,000 (6,500)	8,250 (6,690)	8,500 (6,880)	8,750 (7,060)	9,000 (7,250)	9,300 (7,460)	9,600 (7,670)	9,900 (7,880)		
Level 1	5,750 (4,800)	6,000 (5,000)	6,250 (5,190)	6,500 (5,380)	6,750 (5,560)	7,000 (5,750)	7,250 (5,940)	7,500 (6,130)	7,750 (6,310)			

^{1/} The net equivalent of each salary step, after application of the Staff Assessment Plan, is given in parentheses.

Rule 203.2

Salary Increments

Upon completion of one year's continuous satisfactory service at the same salary rate, the salaries of project personnel in intermediate-term or long-term status whose appointments will continue for at least one month beyond this period shall be increased by a one-step salary increment, provided that the period of satisfactory service required for increments to any salary step above \$18,500 shall be two years. The amount of salary increment for each level shall be in accordance with the schedule contained in Rule 203.1.

Rule 203.3

Currency of Salary Payments

(a) The following minimal amounts of salary will be paid to project personnel in the currency of the established country of residence:

- (i) at least 25 per cent of base salary if dependants are residing in the mission area (following travel at United Nations expense);
- (ii) at least 50 per cent of base salary in the case of project personnel without dependants or when dependants have not travelled to the mission area at the expense of the Organization.

(b) The remainder of the salary may be paid either in the currency of the established country of residence or in the country of service or in both, provided that:

- (i) exceptions to the minima specified in (a) above may be made in unusual circumstances which would involve hardship to the individual or in cases where the utilization of a particular currency is in the interests of the Organization; and
- (ii) arrangements may be made to allow project personnel to meet legitimate expenditures which may be incurred in a third currency by reason of employment under the technical assistance programmes, if such currency is available to the Organization.

(c) Rates of exchange for the conversion of currencies will be as established by the Executive Chairman of the Technical Assistance Board.

Rule 203.4

Staff Assessment Plan

Salaries and emoluments of project personnel shall be subject to the Staff Assessment Plan under the conditions specified in Regulation 3.3.

Rule 203.5

Post Adjustments

(a) Post adjustments under paragraph 9 of Annex I to the Staff Regulations shall be applied in accordance with the schedule in Appendix II to this rule in the case of project personnel assigned to a duty station for one year or more, or in accordance with Rule 203.9 (d). Post adjustments shall not be applied to salaries of project personnel in short-term status.

(b) Post adjustments which are additions to salary shall be payable in the currency of the duty station.

(c) The Secretary-General shall establish from time to time the class within which each duty station is to be placed, and shall publish the classifications by administrative instructions or other appropriate means.

(d) The Secretary-General shall establish a schedule of post adjustments for any duty station which, by reason of cost of living, standard of living and related factors cannot be placed appropriately within the schedules referred to in Appendix II.

(e) Post adjustments shall be applied at the dependency rates shown in Appendix II hereto, in the case of project personnel with recognized dependants, regardless of where the dependants actually reside. Dependants, for the purpose of this rule, are as defined in Rule 203.7.

Appendix II (Rule 203.5)

Schedule of Post Adjustments (Additions)^{1/}
(in United States dollars)

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

		<u>STEPS</u>											
<u>Level</u>		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Level 1	D	216	228	240	252	252	252	264	276	288			
	S	144	152	160	168	168	168	176	184	192			
Level 2	D	276	288	300	312	312	312	324	336	348	360		
	S	184	192	200	208	208	208	216	224	232	240		
Level 3	D	336	348	360	372	372	372	384	396	408	420	432	444
	S	224	232	240	248	248	248	256	264	272	280	288	296
Level 4	D	396	408	420	432	432	432	444	456	468	480	492	
	S	264	272	280	288	288	288	296	304	312	320	328	
Level 5	D	468	480	492	504	504	504	516	528	540	552		
	S	312	320	328	336	336	336	344	352	360	368		
Level 6	D	504	516	528	540	552	564	576					
	S	336	344	352	360	368	376	384					
Level 7	D	576	600	624									
	S	384	400	416									

^{1/} 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)^{2/}
(in United States dollars)

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

<u>Level</u>		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Level 1	S and D	144	152	160	168	168	168	176	184	192			
Level 2	S and D	184	192	200	208	208	208	216	224	232	240		
Level 3	S and D	224	232	240	248	248	248	256	264	272	280	288	296
Level 4	S and D	264	272	280	288	288	288	296	304	312	320	328	
Level 5	S and D	312	320	328	336	336	336	344	352	360	368		
Level 6	S and D	356	364	372	380	388	396						
Level 7	S and D	384	400	416									

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.

^{2/} 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.

Rule 203.6

Salaries and Emoluments Subject to Assessment

For the purpose of Rule 203.4, "Salaries and emoluments" subject to staff assessment shall mean:

- (i) Salary or honorarium under Rule 203.1.
- (ii) Payments upon separation, including termination indemnity, payment for accrued annual leave, and repatriation grant or service benefit.
- (iii) Compensation equivalent to salary and allowances under Rule 206.4.

Rule 203.7

Dependency Allowances

(a) Project personnel in intermediate or in long-term status, shall be entitled to receive dependency allowances at the rates provided in Regulation 3.4.

(b) The payment of dependency allowances shall be subject to the following definitions and conditions:

- (i) A dependent spouse shall be a wife, or a husband, dependent on the individual for main and continuing support.
- (ii) An unmarried child will be recognized for the purposes of the dependency allowance:
 - a. if the child is under 18 years of age; or
 - b. where the child is in full-time attendance at a school or university or similar educational institution, if the child is under 21 years of age; or
 - c. if the child is totally disabled.
- (iii) A parent, brother or sister will be recognized as dependent for purposes of dependency allowance if project personnel provide one-half or more of the family member's financial support but not less than

twice the amount of the applicable dependency allowance. The limitations as to age, school attendance and total disability set out in subparagraph (ii) above shall be applicable to a brother and a sister.

- (iv) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister; such payment shall not be made when a payment is being made for a dependent spouse.

(c) Payment of dependency allowance shall be made only in respect of the period during which the circumstances giving rise to the claim obtain.

Rule 203.8

Education Grant Benefits

Definitions

(a) For the purposes of this rule:

- (i) "Child" means a child in respect of whom a dependency allowance is payable under Rule 203.7;
- (ii) "Home country" means the country of home leave of project personnel under Rule 205.2;
- (iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the project personnel are serving.

Eligibility

(b) Project personnel in intermediate-term or long-term status, whose duty station is outside the 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 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;

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- (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; or
- (vi) vocational training or apprenticeship which either does not involve full-time schooling or is of a kind under which the child receives a 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 \$600 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 \$600 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 \$600 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 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.

Tuition of the Mother Tongue

(h) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under the second paragraph of Regulation 3.2.

Claims

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