



17 December 2021

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index for New York.
2. The consumer price index for the month of November 2021 reflected a 5.0 per cent movement compared with the November 2020 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories have been adjusted upward by 4.5 per cent, effective 1 November 2021.
3. The amounts of the dependency allowances remain unchanged, while the amounts of the language allowances have been adjusted accordingly.
4. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of January 2022 payroll.

* The present circular, which cancels and supersedes circular [ST/IC/2021/1](#), will be in effect until further notice.



Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2021

Level	<i>STEPS</i>											
	<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	
7	(Gross)	78 390	81 570	84 773	87 976	91 179	94 382	97 585	100 787	103 990	107 193	110 396
	(Gross pens.)	75 983	79 057	82 131	85 204	88 277	91 349	94 422	97 496	100 570	103 735	107 030
	(Total net)	59 641	61 915	64 189	66 463	68 737	71 011	73 285	75 559	77 833	80 107	82 381
	(Net pens.)	59 641	61 915	64 189	66 463	68 737	71 011	73 285	75 559	77 833	80 107	82 381
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	70 551	73 401	76 251	79 101	81 979	84 869	87 759	90 649	93 539	96 430	99 320
	(Gross pens.)	68 353	71 128	73 901	76 675	79 449	82 221	84 995	87 770	90 543	93 317	96 090
	(Total net)	53 997	56 049	58 101	60 153	62 205	64 257	66 309	68 361	70 413	72 465	74 517
	(Net pens.)	53 997	56 049	58 101	60 153	62 205	64 257	66 309	68 361	70 413	72 465	74 517
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	63 401	65 981	68 560	71 139	73 718	76 297	78 876	81 476	84 092	86 707	89 323
	(Gross pens.)	61 674	64 084	66 494	68 931	71 440	73 948	76 456	78 963	81 470	83 981	86 487
	(Total net)	48 849	50 706	52 563	54 420	56 277	58 134	59 991	61 848	63 705	65 562	67 419
	(Net pens.)	48 849	50 706	52 563	54 420	56 277	58 134	59 991	61 848	63 705	65 562	67 419
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	57 054	59 326	61 642	63 976	66 311	68 646	70 981	73 315	75 650	77 985	80 324
	(Gross pens.)	55 650	57 833	60 020	62 203	64 389	66 571	68 776	71 049	73 321	75 594	77 867
	(Total net)	44 220	45 901	47 582	49 263	50 944	52 625	54 306	55 987	57 668	59 349	61 030
	(Net pens.)	44 220	45 901	47 582	49 263	50 944	52 625	54 306	55 987	57 668	59 349	61 030
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	51 345	53 405	55 466	57 527	59 588	61 694	63 813	65 931	68 049	70 167	72 285
	(Gross pens.)	50 171	52 153	54 131	56 113	58 093	60 075	62 052	64 034	66 013	67 993	70 044
	(Total net)	39 995	41 520	43 045	44 570	46 095	47 620	49 145	50 670	52 195	53 720	55 245
	(Net pens.)	39 995	41 520	43 045	44 570	46 095	47 620	49 145	50 670	52 195	53 720	55 245
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	46 231	48 095	49 958	51 822	53 685	55 549	57 412	59 276	61 171	63 086	*
	(Gross pens.)	45 257	47 048	48 837	50 630	52 418	54 209	55 999	57 792	59 582	61 373	*
	(Total net)	36 211	37 590	38 969	40 348	41 727	43 106	44 485	45 864	47 243	48 622	*
	(Net pens.)	36 211	37 590	38 969	40 348	41 727	43 106	44 485	45 864	47 243	48 622	*
	(NPC)	0	0	0	0	0	0	0	0	0	0	*
1	(Gross)	41 577	43 264	44 950	46 636	48 323	50 009	51 696	53 382	55 069	*	*
	(Gross pens.)	40 786	42 404	44 027	45 647	47 266	48 889	50 508	52 129	53 749	*	*
	(Total net)	32 767	34 015	35 263	36 511	37 759	39 007	40 255	41 503	42 751	*	*
	(Net pens.)	32 767	34 015	35 263	36 511	37 759	39 007	40 255	41 503	42 751	*	*
	(NPC)	0	0	0	0	0	0	0	0	0	*	*

* 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:

- 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
- The staff member's service should have been satisfactory

Notes:

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

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances (US\$ net per annum, to be included in pensionable remuneration):

First language	2 442
Second language	1 221

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pens.: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2021

Level	STEPS											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
Language Teacher (Gross)	85 000	87 934	90 868	93 801	96 735	99 669	102 603	105 537	108 470	111 404	114 338	117 272
(Gross pens.)	82 348	85 161	87 978	90 790	93 605	96 420	99 234	102 048	105 043	108 062	111 080	114 099
(Total net)	64 350	66 433	68 516	70 599	72 682	74 765	76 848	78 931	81 014	83 097	85 180	87 263
(Net pens.)	64 350	66 433	68 516	70 599	72 682	74 765	76 848	78 931	81 014	83 097	85 180	87 263
(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

* Long-service step:

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

- 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
- The staff member's service should have been satisfactory

Notes:

Salary increments within the level shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Child 2 389

Except for the first dependent child of a single, widowed or divorced staff member 3 575

Dependent spouse 3 727

Secondary dependant 1 359

Language allowances: not entitled.

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 with pay.

- Gross:** Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
- Gross pens.:** Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
- Total net:** Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
- Net pens.:** Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
- NPC:** Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2021

Level		STEPS				
		I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant ^a	(Gross)	69 025	72 489	75 953	79 417	82 921
	(Gross pens.)	66 923	70 242	73 611	76 984	80 355
	(Total net)	52 898	55 392	57 886	60 380	62 874
	(Net pens.)	52 898	55 392	57 886	60 380	62 874
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	60 642	63 315	65 989	68 663	71 336
	(Gross pens.)	59 092	61 589	64 087	66 586	69 118
	(Total net)	46 862	48 787	50 712	52 637	54 562
	(Net pens.)	46 862	48 787	50 712	52 637	54 562
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	55 662	58 038			
	(Gross pens.)	54 318	56 600			
	(Total net)	43 190	44 948			
	(Net pens.)	43 190	44 948			
	(NPC)	0	0			

^a Includes Briefing Assistant as at 1 September 1991.

Notes:

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

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.

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances: not entitled

- Gross:** Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
- Gross pens.:** Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
- Total net:** Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
- Net pens.:** Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
- NPC:** Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2021

Level		STEPS												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	103 289	107 210	111 131	115 052	118 973	122 894	126 815	130 737	134 658	*			
	(Gross pens.)	99 896	103 752	107 785	111 821	115 854	119 889	123 923	127 958	131 993	*			
	(Total net)	77 335	80 119	82 903	85 687	88 471	91 255	94 039	96 823	99 607	*			
	(Net pens.)	77 335	80 119	82 903	85 687	88 471	91 255	94 039	96 823	99 607	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
6	(Gross)	95 842	99 494	103 146	106 799	110 451	114 103	117 755	121 407	125 059	*			
	(Gross pens.)	92 752	96 257	99 762	103 332	107 087	110 845	114 603	118 361	122 119	*			
	(Total net)	72 048	74 641	77 234	79 827	82 420	85 013	87 606	90 199	92 792	*			
	(Net pens.)	72 048	74 641	77 234	79 827	82 420	85 013	87 606	90 199	92 792	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
5	(Gross)	88 365	91 756	95 148	98 539	101 931	105 323	108 714	112 106	115 497	*			
	(Gross pens.)	85 573	88 828	92 083	95 338	98 593	101 848	105 302	108 792	112 282	*			
	(Total net)	66 739	69 147	71 555	73 963	76 371	78 779	81 187	83 595	86 003	*			
	(Net pens.)	66 739	69 147	71 555	73 963	76 371	78 779	81 187	83 595	86 003	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
4	(Gross)	80 768	83 879	86 990	90 101	93 213	96 324	99 435	102 546	105 658	*			
	(Gross pens.)	78 286	81 271	84 258	87 243	90 231	93 216	96 204	99 189	102 173	*			
	(Total net)	61 345	63 554	65 763	67 972	70 181	72 390	74 599	76 808	79 017	*			
	(Net pens.)	61 345	63 554	65 763	67 972	70 181	72 390	74 599	76 808	79 017	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
3	(Gross)	75 564	77 972	80 386	82 828	85 270	87 713	90 155	92 597	95 039	97 482	99 924	*	
	(Gross pens.)	73 242	75 585	77 925	80 266	82 608	84 950	87 292	89 633	91 975	94 315	96 657	*	
	(Total net)	57 606	59 340	61 074	62 808	64 542	66 276	68 010	69 744	71 478	73 212	74 946	*	
	(Net pens.)	57 606	59 340	61 074	62 808	64 542	66 276	68 010	69 744	71 478	73 212	74 946	*	
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	*	
2	(Gross)	68 058	70 233	72 408	74 583	76 758	78 933	81 124	83 330	85 535	87 741	89 946	92 152	94 358
	(Gross pens.)	66 017	68 051	70 162	72 277	74 395	76 511	78 628	80 745	82 863	84 979	87 097	89 215	91 331
	(Total net)	52 202	53 768	55 334	56 900	58 466	60 032	61 598	63 164	64 730	66 296	67 862	69 428	70 994
	(Net pens.)	52 202	53 768	55 334	56 900	58 466	60 032	61 598	63 164	64 730	66 296	67 862	69 428	70 994
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
1	(Gross)	60 543	62 497											
	(Gross pens.)	58 995	60 820											
	(Total net)	46 791	48 198											
	(Net pens.)	46 791	48 198											
	(NPC)	0	0											

* 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 in-grade increases to the long-service step are as follows:

- 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
- The staff member's service should have been satisfactory

Notes:

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

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances (US\$ net per annum, to be included in pensionable remuneration):

First language	2 442
Second language	1 221

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pens.:	Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pens.:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

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

(United States dollars)

Effective 1 November 2021

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	95 597	98 835	102 073	105 311	108 549	111 787	115 025
	(Gross pens.)	92 516	95 623	98 728	101 835	105 128	108 461	111 793
	(Total net)	71 874	74 173	76 472	78 771	81 070	83 369	85 668
	(Net pens.)	71 874	74 173	76 472	78 771	81 070	83 369	85 668
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	89 752	92 806	95 859	98 913	101 966	105 020	108 073
	(Gross pens.)	86 908	89 840	92 768	95 699	98 628	101 557	104 639
	(Total net)	67 724	69 892	72 060	74 228	76 396	78 564	80 732
	(Net pens.)	67 724	69 892	72 060	74 228	76 396	78 564	80 732
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	83 910	86 777	89 645	92 513	95 380	98 248	101 115
	(Gross pens.)	81 305	84 055	86 805	89 555	92 308	95 061	97 809
	(Total net)	63 576	65 612	67 648	69 684	71 720	73 756	75 792
	(Net pens.)	63 576	65 612	67 648	69 684	71 720	73 756	75 792
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	78 115	80 766	83 444	86 121	88 799	91 476	94 154
	(Gross pens.)	75 721	78 289	80 856	83 424	85 992	88 560	91 127
	(Total net)	59 443	61 344	63 245	65 146	67 047	68 948	70 849
	(Net pens.)	59 443	61 344	63 245	65 146	67 047	68 948	70 849
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	72 375	74 832	77 289	79 746	82 234	84 725	87 217
	(Gross pens.)	70 132	72 523	74 914	77 303	79 694	82 084	84 475
	(Total net)	55 310	57 079	58 848	60 617	62 386	64 155	65 924
	(Net pens.)	55 310	57 079	58 848	60 617	62 386	64 155	65 924
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	66 615	68 894	71 174	73 453	75 732	78 011	80 294
	(Gross pens.)	64 677	66 808	68 966	71 181	73 399	75 614	77 831
	(Total net)	51 163	52 804	54 445	56 086	57 727	59 368	61 009
	(Net pens.)	51 163	52 804	54 445	56 086	57 727	59 368	61 009
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	60 894	62 982	65 069	67 157	69 244	71 332	73 419
	(Gross pens.)	59 322	61 273	63 227	65 180	67 131	69 116	71 148
	(Total net)	47 044	48 547	50 050	51 553	53 056	54 559	56 062
	(Net pens.)	47 044	48 547	50 050	51 553	53 056	54 559	56 062
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	55 242	57 096	58 950	60 826	62 732	64 638	66 543
	(Gross pens.)	53 914	55 695	57 477	59 259	61 043	62 823	64 605
	(Total net)	42 879	44 251	45 623	46 995	48 367	49 739	51 111
	(Net pens.)	42 879	44 251	45 623	46 995	48 367	49 739	51 111
	(NPC)	0	0	0	0	0	0	0

* Long-service step:

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

- 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
- The staff member's service should have been satisfactory

Notes:

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

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
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Secondary dependant	1 359

Language allowances (US\$ net per annum, to be included in pensionable remuneration):

First language	2 442
Second language	1 221

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pens.: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.