

**To: Members of the Staff**  
**FROM: H. C. Andersen, Controller**  
**SUBJECT: Staff Regulations**

5 January 1955

- .....1. Attached is a copy of the Staff Regulations of the United Nations as amended, with effect from 1 January 1955, by resolutions 882 (IX) and 887 (IX) of the General Assembly.
  
2. These Staff Regulations constitute Part II of the Administrative Manual, Volume 2 - Personnel established under authority of ST/AFS/SGB/95 dated 10 December 1952 and should be substituted for any Staff Regulations issued prior to 1 January 1955.

UNITED NATIONS  NATIONS UNIES

STAFF REGULATIONS OF THE UNITED NATIONS

as adopted by the General Assembly by Resolution 590 (VI) of 2 February 1952, and amended by Resolutions 781 (VIII) and 782 (VIII) of 9 December 1952, Resolution 882 (IX) of 14 December 1954 and Resolution 887 (IX) of 17 December 1954.

SCOPE AND PURPOSE

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the Chief Administrative Officer, shall provide and enforce such staff Rules consistent with these principles as he considers necessary.

ARTICLE I

Duties, Obligations and Privileges

Regulation 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

Regulation 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

Regulation 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any government or from any other authority external to the Organisation.

Regulation 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

**Regulation 1.5:** Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

**Regulation 1.6:** No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of the Staff Regulations and with the individual's status as an international civil servant.

**Regulation 1.7:** Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

**Regulation 1.8:** The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organisation. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

**Regulation 1.9:** Members of the Secretariat shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Organisation".

**Regulation 1.10:** The oath or declaration shall be made orally by the Secretary-General and by Under-Secretaries and officials of equivalent rank at a public meeting of the General Assembly and by all other members of the Secretariat before the Secretary-General or his authorized deputy.

## ARTICLE II

### Classification of Posts and Staff

**Regulation 2.1:** In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

## ARTICLE III

### Salaries and Related Allowances

**Regulation 3.1:** Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of Annex I to the present regulations.

**Regulation 3.2:** The Secretary-General shall establish a scheme for the payment of children's allowances and education grants under the conditions specified in Annex IV to the present regulations.

## ARTICLE IV

### Appointment and Promotion

**Regulation 4.1:** As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment each staff member shall receive a letter of appointment in accordance with the provisions of Annex II to the present regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

**Regulation 4.2:** The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

**Regulation 4.3:** In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

**Regulation 4.4:** Subject to the provisions of Article 101, Paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply on a reciprocal basis, to the specialised agencies brought into relationship with the United Nations.

**Regulation 4.5:** (a) Appointments of Under-Secretaries and officials of equivalent rank shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with these regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.

## ARTICLE V

### Annual and Special Leave

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

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

### Home Leave

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.

## ARTICLE VI

### Social Security

Regulation 6.1: Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

## ARTICLE VII

### Travel and Removal Expenses

Regulation 7.1: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members and their dependents.

### Removal Expenses

Regulation 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

## ARTICLE VIII

### Staff Relations

**Regulation 8.1:** (a) A Staff Council, elected by the staff, shall be established for the purpose of ensuring continuous contact between the staff and the Secretary-General. The Council shall be entitled to make proposals to the Secretary-General for improvements in the situation of staff members, both as regards their conditions of work and their general conditions of life.

(b) The Staff Council shall be composed in such a way as to afford equitable representation to all levels of the staff.

(c) Election of the Staff Council shall take place annually under regulations drawn up by the Staff Council and agreed to by the Secretary-General.

**Regulation 8.2:** The Secretary-General shall establish joint administrative machinery with staff participation to advise him regarding personnel policies and general questions of staff welfare and to make to him such proposals as it may desire for amendment of the Staff Regulations and Rules.

## ARTICLE IX

### Separation from Service

#### Termination

**Regulation 9.1:** (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

- (i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;
- (ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment.

No termination under sub-paragraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organisation and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

Regulation 9.1: (b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above, or for such other reason as may be specified in the letter of appointment.

Regulation 9.1: (c) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may at any time terminate the appointment, if, in his opinion, such action would be in the interest of the United Nations.

### Resignations

Regulation 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

### Notice of Termination

Regulation 9.3: (a) If the Secretary-General terminates an appointment the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in Annex III to the present regulations.

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1(a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

### Repatriation Grant

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in Annex IV to the present regulations.

### Retirement

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years. The Secretary-General may, in the interest of the Organisation, extend this age limit in exceptional cases.

## ARTICLE X

### Disciplinary Measures

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

He may summarily dismiss a member of the staff for serious misconduct.

## ARTICLE XI

### Appeals

Regulation 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgment upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

## ARTICLE XII

### General Provisions

Regulation 12.1: These regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2: The Secretary-General shall report annually to the General Assembly such Staff Rules and amendments thereto as he may make to implement these regulations.

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### Salary and Allowances - Under-Secretaries

#### Annex I, Paragraphe 1.

An Under-Secretary or an official of equivalent rank shall receive as basic remuneration a salary of \$US 18,000 (subject to the Staff Assessment Plan at the rates laid down in General Assembly resolution 239 (III) of 18 November 1948 and to such changes as may be directed from time to time by the General Assembly, and to salary differentials wherever applied), together with an allowance of \$US 3,500.

Under-Secretaries or officials of equivalent rank shall not be entitled to education and children's allowances but shall, if otherwise eligible, receive other allowances and benefits which are available to staff members generally.

#### Annex I, Paragraphe 2.

The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Under-Secretaries and officials of equivalent rank at Headquarters to compensate for such special costs as may be reasonably incurred in the interest of the Organisation in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the annual budget by the General Assembly.



## Salaries and Representation Allowance - Directors

### Annex I, Paragraph 3.

A Director shall receive a salary of \$US 15,000 rising in two-yearly increments of \$US 800 each to \$US 17,400 (subject to the Staff Assessment Plan at the rates laid down in General Assembly Resolution 239 (III) and to such changes as may be directed from time to time by the General Assembly, and to salary differentials wherever applied) and if otherwise eligible shall receive the allowances which are available to staff members generally. In addition, the Secretary-General is authorised at his discretion to grant in special cases a representation allowance up to an amount of \$US 1,500.

## Salary Scales - Director and Principal Officer and Professional Categories

### Annex I, Paragraph 4.

Except as provided in paragraph 6 of the present Annex, the salary scales for staff members in the Principal Officer and Director Category and in the Professional Category shall be as follows (subject to the Staff Assessment Plan at the rates laid down in General Assembly Resolution 239 (III) and to such changes as may be directed from time to time by the General Assembly, and to salary differentials wherever applied):

## SALARY SCALES

(Subject to the staff assessment plan at the rates laid down in General Assembly resolution 239 (III), to such changes as may be directed from time to time by the General Assembly and to salary differentials when applied)

<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>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>

### Principal Officer and Director Category

Director	15,000	15,800	16,600	17,400					
Principal Officer	13,330	14,000	14,670	15,400	16,200	17,000			

### Professional Category

Senior Officer	11,310	11,690	12,080	12,500	13,000	13,500	14,000	14,500	15,000	
First Officer	9,140	9,460	9,790	10,150	10,540	10,920	11,310	11,690	12,080	12,500
Second Officer	7,330	7,600	7,870	8,180	8,500	8,820	9,140	9,460	9,790	10,150
Associate Officer	5,750	6,000	6,270	6,530	6,800	7,070	7,330	7,600	7,870	
Assistant Officer	4,250	4,500	4,750	5,000	5,250	5,500	5,750	6,000		

Annex I, Paragraph 5.

Salary increments within the levels set forth in paragraph 4 of the present Annex shall be awarded annually on the basis of satisfactory service, provided that the period of satisfactory service required for increments to any salary step above \$US 15,000 shall be two years.

Annex I, Paragraph 6.

The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to Technical Assistance experts and social welfare advisers.

Salary Scales - General Service Personnel and Manual Workers

Annex I, Paragraph 7.

The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.

Language Allowance

Annex I, Paragraph 8.

The Secretary-General shall establish rules under which an extra payment may be paid to staff members in the General Service Category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages, such payment to be equivalent to an additional step increment which would continue beyond the maximum of the salary level of the staff member concerned.

Salary Differentials

Annex I, Paragraph 9.

The Secretary-General may adjust the basic salary rates provided in paragraphs 1, 2, 3 and 4 for duty stations away from Headquarters, by the application of salary differentials which take into account relative costs of living, standards of living and related factors; provided that initial differentials shall be not less than 5 per cent with minimum adjustments in multiples of 5 per cent, and provided further that these differentials shall be applied only to 75 per cent of base salaries.

ANNEX II

Letters of Appointment

- (a) The letter of appointment shall state:
- (i) that the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes which may be duly made in such regulations and rules from time to time;
  - (ii) the nature of the appointment;

- (iii) the date at which the staff member is required to enter upon his duties;
  - (iv) the period of appointment, the notice required to terminate it and period of probation, if any;
  - (v) the category, level, commencing rate of salary, and if increments are allowable, the scale of increments, and the maximum attainable;
  - (vi) any special conditions which may be applicable.
- (b) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

### Termination Indemnity

**Annex III: Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:**

(a) Except as provided in (d) and (e) below, the following schedule shall apply to members holding permanent appointments or temporary appointments which are not for a fixed term:

Completed Years of Service in the Secretariat	Confirmed Permanent Appointments	<u>Months of Base Salary or Wage</u>	Temporary Appointments which are not for a Fixed Term and Unconfirmed (Probationary) Per- manent Appointments
0	Not applicable		nil
1	Not applicable		1
2	3		1
3	3		2
4	4		3
5	5		4
6	6		5
7	7		6
8	8		7
9 or more	9		8

(b) Except as provided in (d) and (e) below, staff members who have temporary appointments for a fixed term of over six months which are terminated prior to the expiration date specified in the letter of appointment shall be paid five days' indemnity pay for each month of uncompleted service, but not less than thirty working days' indemnity pay.

(c) Indemnity pay shall be calculated on the basis of the staff member's base salary or wages at the time of termination.

(d) No indemnity payments shall be made to:

- A staff member who resigns, except where termination notice has been given and the termination date agreed upon;
- A staff member who has a temporary appointment which is not for a fixed term and which is terminated during the first year of service;
- A staff member who has a temporary appointment for a fixed term which is completed on the expiration date specified in the letter of appointment;

- A staff member who is summarily dismissed;
- A staff member who abandons his post;
- A staff member who is retired under the United Nations Joint Staff Pension Fund Regulations.

(e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants, or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

### Children's Allowances

#### Annex IV, Paragraph 1.

Full-time members of the staff, with the exception of those specifically excluded by resolution of the General Assembly, shall be entitled to a children's allowance of (US) \$200 per annum in respect of each child under the age of eighteen years, or, if the child is in full-time attendance at a school or a university (or similar educational institution), or is totally disabled, under the age of twenty-one years; provided that, if both parents are members of the staff of the United Nations, only one allowance will be paid in respect of each of their children; and provided further that, where the Secretary-General deems it advisable, no allowance or an allowance of an amount other than (US) \$200 may be paid under special circumstances, as for example, short-term assignments or assignments at duty stations where the levels of United Nations salary scales are fixed at levels varying from the Headquarters scale.

### Education Grant

#### Annex IV, Paragraph 2.

Each full-time member of the staff, with the exception of those specifically excluded by resolution of the General Assembly, entitled to receive a children's allowance under paragraph 1 above, who is employed by the United Nations in a country other than his own country, as specified in his letter of appointment, shall be entitled to the following education grant:

(a) The sum of (US) \$200 per annum for each child, in respect of whom a children's allowance is payable, in full-time attendance at a school or a university in his home country; provided that where a child attended such an educational institution for a period of less than two-thirds of any one scholastic year, the allowance shall be reduced to such proportion of (US) \$200 as the period so attended bears to a full scholastic year;

(b) Once in each scholastic year the travelling expenses of the outward and return journey of such a child by a route approved by the Secretary-General;

(c) Should staff members elect to send their children to special national schools in the area where they are serving, including international schools organised for children of United Nations staff members, rather than to schools in their home countries, the United Nations will pay for each child otherwise eligible for the education grant, a grant equal to the difference between the cost of education at the special school which he attends and the cost at a comparable school attended by children of persons normally resident in the area, provided that the grant shall not exceed \$200 per year. This grant shall be payable only when there is a valid reason for the child not to attend school in the home country; for instance, in the case of chil-

dren under thirteen years of age or when the health of the child is such that return to the home country is not feasible;

(d) If both parents are members of the staff of United Nations only one grant will be paid in respect of each of their children.

Annex IV, Paragraph 3.

The Secretary-General may decide in each case whether allowances or grants under paragraphs 1 and 2 above shall extend to adopted children or step-children.

Annex IV, Paragraph 4.

In principle, the repatriation grant shall be payable to staff members whom the Organisation is obligated to repatriate, except those terminated by summary dismissal. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall vary with the length of service with the United Nations (exclusive of periods when an expatriation allowance was received).

The maximum rates payable shall be as follows:

Year of Continuous Service away from Home Country	Staff Member with neither a Wife, Dependent Husband or Dependent Child at time of Termination (Weeks of Salary)	Staff Member with a Wife, Dependent Husband or Dependent Child at Time of Termination (Weeks of Salary)
After 2 years	4	8
" 3 "	5	10
" 4 "	6	12
" 5 "	7	14
" 6 "	8	16
" 7 "	9	18
" 8 "	10	20
" 9 "	11	22
" 10 "	12	24
" 11 "	13	26
" 12 "	14	28

The maximum grant payable under this plan shall be \$ US 2,500 net for a staff member without dependents and \$ US 5,000 net for a staff member with dependents.

