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INFORMATION CIRCULAR N°. 4

Subject: Revised salary scales for staff in the General Service and Language Teacher categories

1. The current procedure for effecting interim adjustments of the salary scales for staff in the General Service and related categories at Geneva calls for an adjustment in the net salaries of such staff whenever the consumer price index (CPI) for Geneva moves by 5 per cent by reference to the index used at the time of the previous adjustment or every 12 months, whichever comes first. In order to obtain the amount of the net salary increase, the CPI movement is then adjusted by a factor of 0.9 per cent to account for local taxation. In line with the established practice, 12-months CPI movement is measured two months in advance of the reference date of the salary scale (currently 1 January).
2. In application of the above-mentioned procedure and based on 12-months CPI movement for the period October 2002 - October 2003, the net salaries of staff in the General Service and Language Teacher categories have been adjusted upwards by 0.70 per cent, with effect from 1 January 2004. The revised scales are attached as annexes I and III to the present circular.

General Service

3. The revised salary scales for the General Service category (Annex I) are applicable to all staff regardless of the date of recruitment.
4. Revised gross pensionable salaries effective 1 January 2004 are lower than those in effect as of 1 January 1994. Therefore, for those staff members on board prior to 1 September 1995 gross pensionable salaries effective 1 January 1994 (Annex II) will continue to apply for the purpose of computing pension contributions and benefits until overtaken as a result of subsequent revisions to the scales reproduced in Annex I.
5. The dependency and language allowances remain unchanged.

Language Teachers

6. The revised gross and net salary scales effective 1 January 2004 apply to all staff in the Language Teacher category irrespective of the date of recruitment. They are reproduced in Annex III.
7. The dependency allowances remain unchanged.

Payroll implementation of revised scales

8. The implementation of the revised scales, which are contained in the annexes to the present circular, will be reflected in the February 2004 payroll with retroactive effect to 1 January 2004.

(Signed) **Bertrand Juppín de Fondaumiére**
Director, Division of Administration



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ANNEX I

GENEVA (Switzerland)

**General Service Category - Annual Salaries and Allowances
(In Swiss francs) a/**

Effective 1 January 2004

		S T E P S											
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII b/
1	(Gross)	63836	66080	68323	70566	72809	75053	77296	79539	81782	84026	86269	88512
	(Gross Pens.)	62724	64879	67034	69189	71344	73500	75654	77810	79964	82120	84274	86430
	(Total Net)	50299	51959	53619	55279	56939	58599	60259	61919	63579	65239	66899	68559
	(Net Pens.)	50299	51959	53619	55279	56939	58599	60259	61919	63579	65239	66899	68559
2	(Gross)	69955	72401	74847	77293	79739	82185	84631	87077	89523	91981	94604	97228
	(Gross Pens.)	68606	70955	73305	75654	78004	80354	82704	85053	87403	89752	92102	94451
	(Total Net)	54827	56637	58447	60257	62067	63877	65687	67497	69307	71117	72927	74737
	(Net Pens.)	54827	56637	58447	60257	62067	63877	65687	67497	69307	71117	72927	74737
3	(Gross)	76591	79255	81920	84585	87250	89915	92636	95494	98352	101210	104068	106926
	(Gross Pens.)	74975	77536	80097	82658	85220	87781	90342	92904	95465	98026	100601	103266
	(Total Net)	59737	61709	63681	65653	67625	69597	71569	73541	75513	77485	79457	81429
	(Net Pens.)	59737	61709	63681	65653	67625	69597	71569	73541	75513	77485	79457	81429
4	(Gross)	83920	86830	89739	92710	95830	98951	102071	105191	108312	111432	114552	117672
	(Gross Pens.)	82024	84820	87616	90411	93206	96002	98797	101647	104555	107465	110373	113281
	(Total Net)	65161	67314	69467	71620	73773	75926	78079	80232	82385	84538	86691	88844
	(Net Pens.)	65161	67314	69467	71620	73773	75926	78079	80232	82385	84538	86691	88844
5	(Gross)	92277	95686	99094	102503	105912	109320	112729	116138	119546	122955	126364	129772
	(Gross Pens.)	90019	93074	96129	99184	102318	105497	108676	111854	115033	118212	121390	124568
	(Total Net)	71321	73673	76025	78377	80729	83081	85433	87785	90137	92489	94841	97193
	(Net Pens.)	71321	73673	76025	78377	80729	83081	85433	87785	90137	92489	94841	97193
6	(Gross)	102110	105843	109577	113310	117043	120777	124510	128243	131977	135710	139443	143177
	(Gross Pens.)	98831	102255	105737	109218	112700	116181	119662	123143	126625	130107	133588	137070
	(Total Net)	78106	80682	83258	85834	88410	90986	93562	96138	98714	101290	103866	106442
	(Net Pens.)	78106	80682	83258	85834	88410	90986	93562	96138	98714	101290	103866	106442
7	(Gross)	112854	116943	121033	125123	129213	133303	137393	141483	145572	149662	153752	157842
	(Gross Pens.)	108794	112607	116420	120234	124047	127860	131673	135487	139300	143112	146925	150765
	(Total Net)	85519	88341	91163	93985	96807	99629	102451	105273	108095	110917	113739	116561
	(Net Pens.)	85519	88341	91163	93985	96807	99629	102451	105273	108095	110917	113739	116561

a/ Staff assessment is calculated on the basis of the 36 month exchange rate of Swiss francs 1.53 to US\$ 1.00. The official UN exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

b/ Long-service step:

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

- (i) 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.
- (ii) The staff member's service should have been satisfactory.

General Service Category - Geneva (Switzerland)**DEPENDENCY ALLOWANCES:**

Dependent spouse	Swf. 7,211 net per annum.
Dependent child	Swf. 3,913 net per annum.
Except for first dependent child of a single, separated, divorced or widowed staff member	Swf. 10,702 net per annum.
Secondary dependant (where there is no dependent spouse, for one dependent parent, brother or sister)	Swf. 1,174 net per annum (for staff who have become eligible on or after 1 August 2002).
	Swf. 1,308 net per annum (for staff who have become eligible on or after 1 January 1994).
	Swf. 1,452 net per annum (for eligible staff on board and already in receipt of amount prior to 1 January 1994).

LANGUAGE ALLOWANCES (to be included in pensionable remuneration):

First language	Swf. 3,192 net per annum
Second language	Swf. 1,596 net per annum

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ANNEX II

GENEVA (Switzerland)
General Service category - Schedule of pensionable remuneration
Applicable to staff on board prior to 1 September 1995
(in Swiss francs) a/

S T E P S

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII b/
1 (Gross Pens.)	63791	65975	68172	70370	72569	74767	76966	79174	81388	83602	85816	88030
2	69777	72172	74566	76961	79366	81777	84188	86599	89010	91436	93864	96292
3	76292	78918	81554	84190	86825	89463	92117	94771	97425	100079	102761	105452
4	83525	86394	89263	92151	95040	97929	100818	103748	106677	109607	112537	115466
5	91740	94904	98068	101238	104446	107655	110863	114072	117280	120489	123697	126906
6	100861	104372	107883	111394	114906	118417	121928	125439	128951	132462	135973	139485
7	110975	114820	118665	122510	126355	130200	134045	137890	141735	145580	149425	153270

a/ The revised gross pensionable salaries are lower than those in effect on 1 January 1994. Therefore, the above gross pensionable salaries are retained for purposes of computing pension benefits and contributions for staff on board prior to 1 September 1995.

b/ Long-service step:

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

- (i) 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.
- (ii) The staff member's service should have been satisfactory.

Annex to Revision 46
January - 2004



ANNEX III

**Language Teacher Category - Schedule of salaries
(In Swiss francs) a/**

Effective 1 January 2004

Level		I	II	III	IV	S	V	T	VI	E	VII	P	VIII	IX	S	X	XI	XII	XIII	XIV
1	(Gross)	96639	99626	102613	105600	108587	111574	114561	117548	120535	123522	126509	129496	132483	135470					
	(Gross Pens.)	93923	96601	99279	102025	104812	107598	110384	113170	115956	118743	121529	124315	127102	129888					
	(Total Net)	74331	76392	78453	80514	82575	84636	86697	88758	90819	92880	94941	97002	99063	101124					
	(Net Pens.)	74331	76392	78453	80514	82575	84636	86697	88758	90819	92880	94941	97002	99063	101124					

Increments: Salary increments shall be awarded on the basis of satisfactory service, and as follows :
Annual steps : Steps I to XII shall be awarded on an annual basis.
Seniority steps : Steps XIII to XIV shall be awarded after five years at the preceding step.

a/ Staff assessment is calculated on the basis of the 36 month exchange rate of Swiss francs 1.53 to US\$ 1.00. The official UN exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

Language Teacher Category - Geneva (Switzerland)

DEPENDENCY ALLOWANCES:

Dependent spouse	Swf. 7,211 net per annum.
Dependent child	Swf. 3,913 net per annum.
Except for first dependent child of a single, separated, divorced or widowed staff member	Swf. 10,702 net per annum.
Secondary dependant (where there is no dependent spouse, for one dependent parent, brother or sister)	Swf. 1,174 net per annum (for staff who have become eligible on or after 1 August 2002).
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	Swf. 1,452 net per annum (for eligible staff on board and already in receipt of amount prior to 1 January 1994).