



INFORMATION CIRCULAR N°.12

Subject: SURVEY OF THE BEST PREVAILING CONDITIONS OF EMPLOYMENT FOR THE GENERAL SERVICE AND LANGUAGE TEACHERS CATEGORY AT GENEVA

1. In accordance with article 12 of its statute, the International Civil Service Commission (ICSC) undertook in the course of 2007 a comprehensive survey of the best prevailing conditions of employment in Geneva for the purpose of making related recommendations to the Executive Heads of the Geneva-based organizations.
2. The analysis made by the ICSC of the data collected during the survey indicated that the salaries in effect since 1 January 2006 were higher than the market rates by 1.81 per cent on average. On that basis, in February 2008 the ICSC recommended to the Secretary-General the adoption of revised salary scales for the General Service and related categories as well as the Language Teachers category.
3. The Secretary-General endorsed the recommendations of the ICSC and decided to implement the revised scales with effect from 1 March 2008. At the same time, however, based on the established procedure for applying interim cost-of-living adjustments an upward revision of 2.35 per cent in net salaries was due effective 1 March 2008¹. Consequently, the combined scales resulting from the ICSC recommendations and the interim upward adjustment reflect a net increase of 0.5 per cent across-the board effective 1 March 2008. The revised scales are attached as Annexes I and II.
4. In the context of the survey, the ICSC has also recommended the following revised dependency allowances for staff in the General Service category and language teaching staff:

¹ The established procedure calls for a revision in the net salaries 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 this case, the Geneva CPI moved by 2.61 per cent in the referenced period of January 2008 over January 2007. After adjusting such percentage by a factor of 0.9 per cent to account for local taxation, the resulting increase is 2.35 per cent.

Swiss francs net per year

(a) Dependent spouse allowance	6,526
(b) Dependent child allowance	5,025
(c) Dependent child of a single, separated, divorced or widowed staff member	9,321
(d) Secondary dependent allowance	1,635

In accordance with past practice, the effective date for the change in the above dependency allowances is the same as that approved by the Secretary-General in respect of the revised salary scales, i.e. 1 March 2008.

5. It should be noted that

- (a) the dependent child allowance and the secondary dependent allowance are higher than those in effect as from 1 January 2006. Therefore, such allowances will be paid to all staff effective 1 March 2008.
- (b) the revised allowances for a dependent spouse and a dependent child of a single, separated, divorced or widowed staff member are lower than those in effect as from 1 January 2006 (i.e. Swiss francs 7,211 and Swiss francs 10,702 respectively). Consequently, the revised lower rates will be applicable to eligible staff recruited on or after 1 April 2008. Staff members on board and already in receipt of such allowances prior to 1 April 2008 will continue to receive them at their higher (January 2006) level until such rates are overtaken by future adjustments. However, if a staff member was on board prior to 1 April 2008 but was not in receipt of such allowances the revised rates effective 1 March 2008 will apply to any future entitlement to them.

6. The language allowance rates of Swiss francs 3,192 net per year for the first language and Swiss francs 1,596 net per year for the second language remain unchanged.

7. The implementation of the revised scales as per the Annexes to the present circular will be reflected in the April 2008 payroll with retroactive effect to 1 March 2008.

(Signed) **Aminata Djermakoye**
Director, Division of Administration

UNITED NATIONS



NATIONS UNIES

ANNEX I
Geneva (Switzerland)
General Service Category - Annual Salaries and Allowances
(In Swiss francs) a/
Effective 1 March 2008

		S T E P S											
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII b/
1	(Gross)	67095	69419	71743	74130	76623	79116	81609	84101	86594	89087	91580	94072
	(Gross Pens.)	65736	67970	70204	72437	74712	77036	79361	81685	84009	86334	88658	90982
	(Total Net)	52090	53810	55530	57250	58970	60690	62410	64130	65850	67570	69290	71010
	(Net Pens.)	52090	53810	55530	57250	58970	60690	62410	64130	65850	67570	69290	71010
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	73458	76174	78890	81606	84322	87038	89754	92470	95186	97901	100617	103333
	(Gross Pens.)	71835	74293	76826	79358	81891	84423	86955	89488	92020	94553	97085	99618
	(Total Net)	56786	58660	60534	62408	64282	66156	68030	69904	71778	73652	75526	77400
	(Net Pens.)	56786	58660	60534	62408	64282	66156	68030	69904	71778	73652	75526	77400
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	80828	83787	86746	89706	92665	95625	98584	101543	104503	107462	110422	113381
	(Gross Pens.)	78632	81392	84151	86911	89670	92430	95189	97949	100708	103468	106227	108986
	(Total Net)	61871	63913	65955	67997	70039	72081	74123	76165	78207	80249	82291	84333
	(Net Pens.)	61871	63913	65955	67997	70039	72081	74123	76165	78207	80249	82291	84333
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	88964	92196	95428	98659	101891	105123	108355	111587	114819	118051	121283	124514
	(Gross Pens.)	86219	89232	92246	95259	98273	101286	104300	107313	110327	113547	116779	120011
	(Total Net)	67485	69715	71945	74175	76405	78635	80865	83095	85325	87555	89785	92015
	(Net Pens.)	67485	69715	71945	74175	76405	78635	80865	83095	85325	87555	89785	92015
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	98210	101741	105271	108801	112332	115862	119393	122923	126454	129984	133514	137045
	(Gross Pens.)	94841	98132	101424	104716	108008	111359	114889	118419	121950	125480	129011	132541
	(Total Net)	73865	76301	78737	81173	83609	86045	88481	90917	93353	95789	98225	100661
	(Net Pens.)	73865	76301	78737	81173	83609	86045	88481	90917	93353	95789	98225	100661
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	108403	112268	116133	119999	123864	127729	131594	135459	139325	143190	147055	150920
	(Gross Pens.)	104345	107949	111630	115495	119360	123225	127091	130956	134821	138686	142551	146417
	(Total Net)	80898	83565	86232	88899	91566	94233	96900	99567	102234	104901	107568	110235
	(Net Pens.)	80898	83565	86232	88899	91566	94233	96900	99567	102234	104901	107568	110235
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0
7	(Gross)	119519	123755	127991	132228	136464	140700	144936	149172	153409	157645	161881	166117
	(Gross Pens.)	115015	119251	123488	127724	131960	136196	140433	144669	148905	153141	157377	161614
	(Total Net)	88568	91491	94414	97337	100260	103183	106106	109029	111952	114875	117798	120721
	(Net Pens.)	88568	91491	94414	97337	100260	103183	106106	109029	111952	114875	117798	120721
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

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DEPENDENCY ALLOWANCES:

Dependent spouse	Swf. 6,526 net per annum (payable to staff who become eligible on or after 1 April 2008).
	Swf. 7,211 net per annum (payable to eligible staff on board and already in receipt of amount prior to 1 April 2008).
Dependent child	Swf. 5,025 net per annum.
Except for first dependent child of a single, separated, divorced or widowed staff member	Swf. 9,321 net per annum (payable to staff who become eligible on or after 1 April 2008).
	Swf. 10,702 net per annum (payable to eligible staff on board and already in receipt of amount prior to 1 April 2008).
Secondary dependant (where there is no dependent spouse, for one dependent parent, brother or sister)	Swf. 1,635 net per annum.

Note: The scale is based on a common workweek of 40 hours.

a/ Staff assessment is calculated on the basis of the 36-month average exchange rate of Swiss francs 1.22 to US\$ 1.00. The official United Nations 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:

(a) The staff member should have had at least 20 years of service within the United Nations Common System and five years of service at the top regular step of the current grade.

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

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 UN 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 UNJSPF Regulations 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 to 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.

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LANGUAGE ALLOWANCES (to be included in pensionable remuneration):

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

ANNEX II

Geneva (Switzerland)
Language Teacher Category – Annual Salaries and Allowances
(In Swiss francs) a/
Effective 1 March 2008

S T E P S

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV
1	(Gross)	102725	105819	108913	112007	115101	118196	121290	124384	127478	130572	133667	136761	139855	142949
	(Gross Pens.)	99050	101935	104820	107705	110598	113692	116786	119880	122975	126069	129163	132257	135351	138446
	(Total Net)	76980	79115	81250	83385	85520	87655	89790	91925	94060	96195	98330	100465	102600	104735
	(Net Pens.)	76980	79115	81250	83385	85520	87655	89790	91925	94060	96195	98330	100465	102600	104735
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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.

Geneva (Switzerland)

DEPENDENCY ALLOWANCES:

Dependent spouse	Swf. 6,526 net per annum (payable to staff who become eligible on or after 1 April 2008).
	Swf. 7,211 net per annum (payable to eligible staff on board and already in receipt of amount prior to 1 April 2008).
Dependent child	Swf. 5,025 net per annum.
Except for first dependent child of a single, separated, divorced or widowed staff member	Swf. 9,321 net per annum (payable to staff who become eligible on or after 1 April 2008).
	Swf. 10,702 net per annum (payable to eligible staff on board and already in receipt of amount prior to 1 April 2008).
Secondary dependant (where there is no dependent spouse, for one dependent parent, brother or sister)	Swf. 1,635 net per annum.

Note: The scale is based on a common workweek of 40 hours.

a/ Staff assessment is calculated on the basis of the 36-month average exchange rate of Swiss Francs 1.22 to US\$ 1.00. The official UN exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

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 UN 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 UNJSPF Regulations 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 to 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.