



ST/AI/161  
11 December 1964

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

From: The Director of Personnel

Subject: EMPLOYMENT AFTER THE AGE OF RETIREMENT

1. The purpose of this instruction is to announce the policy guidelines approved by the Secretary-General in respect of employing persons who have reached the statutory age of retirement.
2. In accordance with the provision of Staff Regulation 9.5, the authority to retain a staff member in service beyond the age of sixty years is vested in the Secretary-General. Such extensions will be granted only in exceptional cases when the retention of the staff member is in the interest of the Organization.
3. A former staff member who has not been retained in active service beyond the age of sixty years may be re-employed under the following conditions:
  - (a) on a short-term appointment, under the 300-series Staff Rules, ordinarily for service during sessions of the General Assembly or conferences, normally for a period not exceeding six months in any one calendar year;
  - (b) on a fixed-term appointment, under the 100-series Staff Rules, for service specifically with a United Nations mission, only if suitable candidates are not available otherwise;
  - (c) on a fixed-term appointment, under the 200-series Staff Rules, for service with technical assistance programmes, when the post has first been notified to States participating in such programmes, unless the executive head of the programme certifies that the appointment is too urgent to permit this.
4. Subject to the guidelines set out in paragraph 3 above, a former staff member may be engaged to render occasional services under a special service agreement in accordance with the provisions applicable to such agreements.

5. In all cases where a former staff member after the age of retirement is considered for temporary re-employment, care will be taken to protect accrued rights in the Joint Staff Pension Fund. Accordingly, when such re-employment is to begin shortly after separation, any break in service will normally be bridged by special leave without pay so as to ensure the staff member's continued participation in the Fund. When the candidate for re-employment, having been given an opportunity to assess the alternatives, prefers not to continue his participation in the Fund, a decision whether to offer him an appointment will be taken on the basis of the immediate needs of the service and the interest of the Organization to extend pension coverage so long as the staff member remains in its service.

6. In order to avoid duplication of terminal benefits, in cases where re-employment for service with a technical assistance programme or other activity financed outside the regular budget follows upon separation, provision will be made in the letter of appointment for transfer of the accrued annual leave and repatriation grant and for the appropriate sharing of the cost of ultimate separation, between the regular budget and the extra-budgetary fund.

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