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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration, Finance and Management

Subject: PART-TIME EMPLOYMENT

1. Pursuant to the provisions of General Assembly resolution 35/210, section V, paragraph 4 (b), of 17 December 1980, the Secretary-General has approved the following measures for implementation of the practice of part-time employment.
2. Part-time employment will be introduced initially to apply to locally recruited staff in the General Service and related categories. A review is being undertaken of the arrangements that will be required for the extension of this practice to other categories of staff.

Applicability

3. Staff members in the General Service and related categories who wish to be considered for part-time employment should apply in writing to the Office of Personnel Services or the personnel services at their duty stations. The names of the applicants will be kept on a roster which will be transmitted periodically to departments and offices with the request to identify posts suitable for part-time employment. Staff members on the roster will be assigned to such posts as opportunity permits, taking into account the individual needs of the staff members concerned and the interests of the Organization.

Effect on contractual status and conditions of service

4. The change to part-time employment shall not affect the staff member's contractual status, but his or her conditions of service shall be modified as provided in paragraphs 5 to 21 below. Staff members allowed to work on a part-time basis will be subject to the same restrictions relating to outside activities as full-time staff under the relevant staff rules.

Hours of work

5. Part-time staff will be required to work one half of the scheduled working hours. Concrete arrangements will have to be made between the staff members concerned and their supervisors, subject to the agreement of the head of the office or department concerned.

Salary and allowances

6. The salary of part-time staff shall be half that paid to full-time staff. This salary shall be the basis for determination of payments while on annual leave, sick leave and maternity leave, and of commutation of accrued annual leave (the amount of which shall be calculated in accordance with paras. 12 to 15 below), entitlements to termination indemnity, compensation for death, illness or injury attributable to service and any other compensation determined on the basis of salary.

7. Salary increments shall be granted to part-time staff under the same conditions as for full-time staff. The amount of the increment shall be half that corresponding to full-time staff.

8. Part-time staff who are required to work in excess of their regular schedule shall be remunerated at the straight time rate for additional hours worked up to the normal scheduled workday of full-time staff; thereafter and for work required on the sixth or seventh day of the scheduled work week or on an official holiday, they shall be compensated according to the conditions governing compensation for overtime work contained in appendix B to the Staff Rules applicable to the duty station.

9. Dependency allowances shall be paid to part-time staff at half the rate paid to full-time staff. Where a part-time staff member or his or her spouse receives a direct governmental grant in respect of a dependent child, the amount of the grant shall be deducted from the amount of dependency allowance payable to part-time staff, i.e., from half the dependency allowance of full-time staff.

10. Language allowances shall be paid to part-time staff at half the rate applied to full-time staff.

Participation in the United Nations Joint Staff Pension Fund

11. Part-time staff shall continue to be participants in the United Nations Joint Staff Pension Fund. The entitlement to and the amount of benefits resulting from part-time employment shall be in the ratio which it bears to full-time employment, in accordance with supplementary article A of the Regulations of the Fund. The period of the staff member's contributory service will correspond to the ratio which part-time employment bears to full-time employment. That ratio will be one half, except where it is increased to reflect any additional hours worked up to the normal scheduled workday of full-time staff, in accordance with paragraph 8 above. The pensionable remuneration used for the calculation of benefits is the notional pensionable remuneration which would have been applicable had the employment been

full time. Accordingly, part-time employment affects the accrual of contributory service during the period of part-time work but not the pensionable remuneration on the basis of which certain benefits are calculated.

Annual leave

12. Part-time staff will accrue annual leave at the rate of 1 1/4 days per month of service. When taking annual leave they will be charged one half-day for each day on which they do not work and will receive for each such day their normal salary and allowances corresponding to half the amounts payable to full-time staff.

13. Part-time staff may accumulate annual leave, provided that no more than 30 full days of such leave shall be carried forward beyond 1 January of any year.

14. If the annual leave accrued prior to conversion to part-time service amounts to 30 full days or less, the staff member has the option of either:

(a) Maintaining this accumulated leave; or

(b) Having the initial period of the part-time service treated as full-time service, by working half a day and taking half a day of the annual leave accrued prior to the conversion. During this period of service the staff member will receive salary and allowances and accrue annual leave at the rates applicable to full-time staff.

15. If, however, the annual leave accrued prior to conversion to part-time service exceeds 30 full days, the staff member has the option of either:

(a) Taking the necessary number of days of annual leave before beginning his or her part-time service, so as to reduce the annual leave balance to 30 full days; or

(b) Having the initial period of the part-time service treated as full-time service by working half a day and taking half a day of annual leave until the annual leave balance is reduced to 30 full days or less. The provision contained in the last sentence of paragraph 14 (b) above shall apply to this case, too.

Sick leave

16. The same provisions governing sick leave in respect of full-time staff shall apply to part-time staff. Such staff will receive during sick leave one half the salaries and allowances payable to full-time staff.

Leave without pay

17. A part-time participant who resumes pay status after a period of leave without pay shall be entitled to include in his or her contributory service in the Pension Fund one half of the period of such leave without pay, provided contributions are received by the Fund in accordance with article 25 (b) of the Fund's Regulations in the amount which would have been payable had the participant continued in part-time employment during such period.

Medical insurance

18. Part-time staff shall be eligible for health insurance coverage under the same terms and conditions as full-time staff, except that they shall be granted half the subsidy given to full-time staff and shall pay the rest of the premium themselves.

Life insurance

19. Staff members who convert to part-time employment may, if they so wish, retain the amount of the life insurance coverage applicable under full pay status.

Seniority in grade

20. For the purpose of seniority in grade, each period of service in part-time employment shall be counted as a half of the period.

Reversion to full-time employment

21. Part-time staff who wish to revert to full-time employment shall advise the Office of Personnel Services at Headquarters or the corresponding personnel service or section at offices away from Headquarters in writing of their interest. They are normally expected to have completed at least one year's part-time employment before such requests may be made. Such staff will be placed on a register and will be given priority over outside candidates when posts for which they are qualified become vacant.
