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CONFERENCE COLLECTION



ST/AI/259
17 November 1978

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General (Controller)
Office of Financial Services

Subject: SALARY DIFFERENTIAL FOR GENERAL SERVICE STAFF IN THE
LANGUAGE TYPING UNITS - OFFICE OF CONFERENCE SERVICES

1. The scheme of salary differential payable to General Service staff in the language typing units, Department of Conference Services, has been revised with effect from 1 January 1978. The purpose of this instruction is to set out the revised conditions for the payment as well as the increased amounts of the differential.

2. A salary differential shall be paid to General Service staff members at Headquarters:

- (a) who have passed the appropriate qualifying examinations for the language typing units, Department of Conference Services;
- (b) who perform the duties of conference typists in the language typing units;
- (c) whose regular work schedule falls outside the usual working hours of the Secretariat;
- (d) who are at the G-2, G-3 or G-4 level; and
- (e) who meet the technical standards and work conditions prescribed for conference typists.

3. A General Service staff member in the language typing units who has been granted a salary differential in accordance with the provisions of this instruction shall cease to receive such salary differential as of the beginning of the month following the date on which any of the qualifying conditions in (b)-(e) above ceases to exist. However, if the exigencies of the service require a staff member who receives salary differential to be reassigned for a clearly recognizable temporary period to posts other than that of conference typing, the payment of salary differential shall not be affected.

4. This instruction shall not apply to staff members specifically engaged as conference typist-trainees or to General Service staff who are assigned to any one of the language typing units in a capacity other than that of conference typist.

5. The amount of the salary differential has been established as follows:

	<u>Effective</u> <u>1 January 1978</u>	<u>Effective</u> <u>1 May 1978</u>
For staff at levels G-2, G-3 and G-4	\$1,000 net per year	\$1,030 net per year
For staff holding short- term appointments	\$83 net per month	\$86 net per month

The amount will be adjusted on the occasion of further changes in the General Service salary scales, with the amount being calculated as 10 per cent of the mid-point net salary at the G-3 level, rounded to the nearest \$10.

6. The salary differential shall not be pensionable. It shall not be taken into account in calculating overtime or night differential payments or in determining payments and indemnities on separation from service. It shall however be taken into account in computing the salary on promotion from G-4 to the G-5 level.

7. If a member of the language typing units ceases to meet the conditions prescribed in paragraph 2 (e) above, the salary differential may be withheld for a period of not less than six months. The differential may be restored by the Office of Personnel Services upon certification that the staff member meets the standards prescribed in the said paragraph 2 (e) with effect from the first of the month following such certification. The granting or withholding of the salary differential shall be without prejudice to Staff Rule 103.8 which deals with the awarding of salary increments.

8. The previous Administrative Instructions ST/AI/177 and ST/AI/177/Amend.1 on the subject are hereby cancelled and superseded.
