



Secretariat

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UN/SA COLLECTION

ST/AI/259/Rev.8  
5 April 1984

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Controller

Subject: SALARY DIFFERENTIAL FOR GENERAL SERVICE STAFF IN  
THE LANGUAGE-TYPING AND WORD-PROCESSING UNITS,  
DEPARTMENT OF CONFERENCE SERVICES

1. A revised scheme of salary differential payable to General Service staff in the language-typing and word-processing units, Department of Conference Services, was introduced with effect from 1 January 1978. The purpose of the present instruction is to set out the revised conditions for the payment as well as the increased amounts of the differential, applicable as from 1 October 1983. ST/AI/259 and Rev.1-7 are hereby superseded.
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 and word-processing units, Department of Conference Services;
  - (b) Who perform the duties of conference typist, word processor, assistant supervisor or supervisor in those units;
  - (c) Whose regular work schedule falls outside the normal working hours of the Secretariat;
  - (d) Who are at the G-2, G-3, G-4 or G-5 level;
  - (e) Who meet the technical standards and work conditions prescribed for conference typist and word processor.

3. A General Service staff member in the language-typing and word-processing 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 typist and word processor, 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 the General Service staff who are assigned to any one of the language-typing or word-processing units in a capacity other than that of conference typist, word processor, assistant supervisor or supervisor.

5. As a consequence of the revised salary scales for staff in the General Service category announced in information circular ST/IC/83/70, the amounts of the salary differential are revised, effective 1 October 1983, as follows:

	<u>Salary differential</u>
For staff at the G-2, G-3 and G-4 levels	\$1 630 per year
For staff at the G-5 level:	
(a) Supervisors	\$1 630 per year
(b) Assistant supervisors	\$815 per year

The monthly rate of the salary differential for conference typists and word processors holding short-term appointments is revised to \$136, effective 1 October 1983.

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

7. 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 the G-4 to the G-5 level.

8. If a member of the language-typing or word-processing 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 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.