

UNITED NATIONS

SECRETARIAT



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30 October 1975

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

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

Subject: CURRENCY OF PAYMENT OF SALARIES AND ALLOWANCES

1. The purpose of this instruction is to establish rules governing the currency of payment of salaries and allowances to staff in the Professional category and above and to technical assistance project personnel on the basis of the agreements reached by the organizations which apply the United Nations common system of conditions of service.

2. For many years, the need to use non-convertible currencies has required the organizations to apply certain common rules governing the currency of payment of salaries and allowances of staff in the Professional category and above and to project personnel, including proportions payable in duty station currency, home country currency and a third currency. These rules have not always been applied uniformly by all organizations, in all countries or to all staff members. Moreover, they have resulted in extremely complex payroll procedures. Therefore, in order to ensure uniform treatment of staff at a given duty station, irrespective of the country of assignment, home country, nationality or source of funds from which their salary payments are financed, the organizations have agreed on a single set of criteria which, in this respect, can be uniformly and equitably applied to staff in the Professional category and above and to project personnel.

3. With effect from 1 December 1975, and save as provided in paragraph 4 below, the payment of salaries and allowances will be made in two currencies according to the following formula:

(a) Base salary and dependency allowances: A minimum of 25 per cent in the currency of the duty station, and a maximum of 75 per cent in a single other currency.

(b) Post adjustment (and deductions for negative post adjustment), assignment allowance, installation grant and daily subsistence allowance: 100 per cent in the currency of the duty station.

4. Contributions to the United Nations Joint Staff Pension Fund and other amounts payable in United States dollars, such as medical and group life insurance premiums, shall be deducted from the portion in the single other currency.

5. The above formula will be applicable to all staff in the Professional category and above and to project personnel, except as provided below:

(a) Staff who are assigned to New York, Geneva and Vienna and staff specifically engaged for conference or other short-term service under the 300 series of the Staff Rules will receive 100 per cent of their emoluments in the currency of the duty station;

(b) Subject to (a) above, staff who are appointed for less than one year and are paid daily subsistence allowance will receive their base salary and dependency allowances in a single currency of their choice and the subsistence allowance in the currency of the duty station;

(c) Staff who are on special mission assignments under staff rule 103.21 will receive their base salary, post adjustment and dependency allowances in United States dollars or the currency of the duty station from which they were detailed and the mission subsistence allowances in local currency.

6. It is recognized that in the case of a few duty stations exceptions to the formula may have to be made from time to time owing to local conditions or other special considerations. All organizations in the common system have agreed to limit these as far as possible and only to permit exceptions to which all have agreed. The countries in which such exceptions are currently authorized are listed in the annex to the present instruction. All organizations have further agreed that exceptions to the formula may be granted in individual cases involving special hardship situations but that such exceptions should be made on a very restrictive basis.

7. As from 1 December 1975, the United Nations will modify the present currency distribution automatically. For those staff members who are receiving their emoluments in three currencies, the payment in the home currency will be suppressed, and the equivalent will be added to the portion of the convertible currency; the portion in duty station currency will remain unchanged if it is presently greater than the minimum 25 per cent required under the new formula. For those countries listed in the annex for which exceptions have been authorized, payment will automatically be effected to reflect the maximum proportion indicated in the non-duty station currency. Staff members may request a change in the distribution either to modify the portion payable in the currency of the duty station within the provisions of the formula or to change the designation of the single other currency. Such requests must be received not later than 1 December 1975.

8. Subsequent changes in the distribution or in the designation of the single other currency may be requested by a staff member not more often than once in any six-month period. Such requests shall be submitted at least two months before the date of implementation.

9. This instruction supersedes all existing administrative arrangements on this subject.

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AnnexLIST OF COUNTRIES WHERE PAYMENT OF LESS THAN 25 PER CENT OF SALARY
AND DEPENDENCY ALLOWANCES IN DUTY STATION CURRENCY IS APPROVEDPercentage of salary and dependency allowances payable in:

<u>Country</u>	(a) <u>Duty station currency</u> (Minimum net monthly)	(b) <u>Any single other currency</u> (Maximum net monthly)
Angola	0	100*
Burma	0	100
Cambodia	0	100*
Cuba	10	90
Democratic Republic of Viet-Nam	0	100*
Egypt	0	100*
Equatorial Guinea	0	100*
Guinea	0	100*
Laos	0	100*
Mongolia	0	100
Republic of South Viet-Nam	0	100*
Yemen Arab Republic	0	100
Zaire	10	90

* In addition, 100 per cent of assignment allowance and post adjustment are payable in the single other currency.