



1 July 2011

Information Circular*

Subject: **80 percent Part-time Employment**

1. Information Circular IC/Geneva/4455 of 11 November 1998 announced the availability of the option to work on an 80 percent part-time schedule, in accordance with the agreement reached at SMCC XXI (Ref. Paragraph 38 of Report of the XXI Session of the SMCC, 1997). This option initially offered to UNOG staff on a trial basis is now confirmed and governed by the following conditions.
2. The option to work on a 80 percent part-time basis shall apply to staff holding a permanent, continuing or fixed-term appointment, with the exception of staff appointed for mission service. Staff working on 50 percent part-time basis and on full-time basis may apply.
3. There is no automatic right to part-time employment on request. Staff members wishing to be considered for 80 percent part-time employment must first obtain the written authorization of their direct supervisor, their Chief of Service and/or the Head/Director of their Department, as the case may be. Requests should only be transmitted to the Human Resources Management Service once this approval has been obtained.
4. The change in percentage of working time can only become effective on the first day of the month following the approval by the Human Resources management Service.

Effect of part-time employment on contractual status and conditions of service

5. A 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 for in the following paragraphs.
6. Part-time staff members shall benefit from the same privileges and immunities, and shall be subject to the same obligations as full-time staff members. In addition, staff

* The present circular will be in effect until further notice.

members allowed to work on part-time basis will be subject to the same restrictions relating to outside activities under the relevant staff rules as full-time staff.

Hours of work/Official holidays

7. Staff members working on 80 percent part-time basis will be required to work 80 percent of the scheduled work week as specified in Appendix B for Geneva of the Staff Rules, i.e. staff members working on 80 percent shall work 32 hours.

8. Appropriate arrangements concerning the regular working schedule will have to be made between the staff member concerned and the supervisor, and agreed with the Head/Director of the Department, or Chief of Service concerned. Part-time staff are not expected to work overtime, nor on week-ends or official holidays and they are not entitled to night differential.

9. 80 percent part-time staff members will be granted official holidays only when such holidays fall on a regular working day in the regular schedule of the part-time staff member. Such staff may not change their regular schedule in order to take advantage of an official holiday.

Salary and allowances

10. The salary of part-time General Service staff shall be 80 percent of that paid to full-time staff at the same grade and step. This pro-rated salary shall be the basis for the determination of payments while on annual leave, special leave with pay, sick leave and maternity leave.

11. The base salary, post adjustment and mobility and hardship allowance, including the non-removal element, payable to staff in the Professional and higher categories shall be 80 percent of that paid to full-time staff at the same grade and step.

12. Part-time staff members shall be entitled to the applicable allowances under the same terms and conditions as full-time staff. The amount payable shall be pro-rated as applicable (i.e. 80 percent of the amount paid to full-time staff at the same grade and level).

13. Dependent child allowance: In cases where a part-time staff member or his/her spouse receives a direct governmental grant in respect of a dependant child/children, the total amount of the grant shall be deducted from the pro-rated amount of the dependency allowance payable to the staff member. In cases where the government grant exceeds the amount of the pro-rated dependency allowance this will not preclude the recognition of the children as dependants of the staff member for other purposes such as coverage in the Medical Insurance, carte de légitimation, etc.

14. Dependent spouse allowance: The earnings limit shall not be prorated.
15. For the purpose of Mobility and Hardship Allowance for staff members in part-time employment the qualifying period of service shall be pro-rated. 15 months of service at 80 percent will count as one year.
16. Education Grant or Special Education Grant shall be paid to eligible part-time staff at 80 percent of the amount paid to full-time staff in similar circumstances.
17. Part-time staff eligible for Education Grant Travel for their children shall be granted such travel under the same conditions as full-time staff except that they shall receive 80 percent of the lump-sum or be requested to contribute 20 percent of the actual cost of the ticket which would be payable to full-time staff for each travel actually undertake. Human Resources and Administrative Assistants are requested to make a note of the relevant arrangement on the travel authorizations for the information of FRMS and of the Travel Agency.
18. At the time of conversion from full-time to 80 percent part-time or from 50 percent part-time to 80 percent time, the rate of reimbursement for the first education grant travel following conversion shall be established on the basis of the longest period of time the staff member has been employed on full-time or part-time (50 or 80 percent) during the relevant school year, i.e. if the school year has a duration of 10 months and that within this period the staff member has worked five months and a half on full-time, he/she will be entitled to the full costs of the travel expenses.
19. Part-time staff shall be entitled to Rental Subsidy under the same terms and conditions as full-time staff, except that they will be paid 80 percent of the rental subsidy which would be payable to full-time staff.

Within-grade salary increments

20. 80 percent part-time staff shall receive within-grade salary increments under the same conditions and with the same periodicity as full-time staff.

Application for a higher-level post

21. If selected for a higher-level post, staff members will have to submit a new request for continuation of part-time employment following their placement.

Annual leave

22. Staff members on 80 percent part-time employment will accrue two full days of annual leave per month. A maximum of 48 full days of annual leave may be carried forward at 31 March of each year.
23. A staff member seeking 80 percent part-time employment should first bring his/her accrued annual leave balance to 48 full day or less prior to conversion to part-time employment, failing which he/she will lose any accrued annual leave beyond the 48-day maximum entitlement. Following conversion to part-time employment, a staff member cannot use accrued annual leave to remain on full pay status.

Home leave and family visit travel

24. Part-time staff entitled to home leave and/or family visit travel shall be granted such travel and related entitlements under the same terms and conditions and with the same periodicity as full-time staff, except that they shall receive 80 percent of the lump-sum or be requested to contribute 20 percent of the actual cost of the ticket which would be payable to full-time staff for each travel actually undertaken. Human Resources and Administrative Assistants are requested to make a note of the relevant arrangement on the travel authorizations for the information of FRMS and of the Travel Agency.

25. At the time of conversion from full-time to 80 percent part-time or from 50 percent part-time to 80 percent part-time, the rate of reimbursement for the first annual leave/family visit travel following conversion shall be established on the basis of the longest period of time the staff member has been employed on full-time or part-time (50 or 80 percent) during the period between the staff member's return from his/her last home leave and the departure date of his/her next home leave.

Sick leave

26. The provisions governing sick leave in respect of full-time staff shall apply to 80 percent part-time staff, except that such staff shall receive 80 percent of the salary and allowances payable to full-time staff. In other terms, staff on 80 percent part-time are entitled to 156 days on full salary and 156 days on half salary (i.e. 80 percent of 195 days), in any period of four consecutive years, in accordance with provisional Staff Rule 6.2. Cases of extended sick leave whereby it is necessary to recredit leave in accordance with provisional Staff Rule 6.2 shall be calculated on a case-by-case basis.

27. Staff member on 80 percent part-time basis will be entitled to 5.5 days of uncertified sick leave per calendar year (i.e. 80 percent of the normal seven day entitlement for staff on full-time).

Maternity Leave

28. Part-time staff shall be entitled to the benefits granted to full-time staff members as stipulated in Section 9 to 12 of ST/AI/1999/3. 80 percent part-time staff will receive during maternity leave 80 percent of the salary and allowance payable to full-time staff.

Participation in the United Nations Joint Staff Pension Fund

29. Part-time staff members are entitled to participate in the United Nations Joint Staff Pension Fund in accordance with the supplementary Article A of the Regulations of the Fund. A change in part-time employment will not interrupt the continuation of participation. The Organization and the participant will pay the approved percentage (presently 15.8 and 7.9) of 80 percent of the pensionable remuneration.

30. For the purpose of calculating benefits payable by the Joint Staff Pension Fund, the pensionable remuneration for part-time staff members shall be the same as for full-time staff members at the same grade and step. The entitlement to and the amount of benefits

resulting from part-time employment shall, however, be reduced in the ratio which part-time employment bears to full-time employment, in this case the ratio will be 80 percent (e.g. one year at 80 percent part-time counts as 9 months and 18 days of contributory service).

31. A part-time participant who is granted special leave without pay shall be entitled to accrue contributory service in the Pension Fund during this period, provided contributions are paid concurrently with such leave. The total amount of such contributions would be the same as that which would have been payable by the participant and the Organization had the participant continued in part-time employment during such period. In accordance with article 25(b)(I) of the Regulation of the Fund, these contributions shall be payable by the participant in full or by the Organization in full, or in part by the participant and in part by the Organization.

Medical Insurance

32. Part-time staff shall be eligible for full medical insurance under the same terms and conditions specified in the Rules and Regulations of the Society as full-time staff. The total amount of the premium to be charged by the Society (i.e. the staff member's contribution plus the subsidy of the Organization) shall be calculated on the basis of the net salary (meaning gross base salary less staff assessment, plus post adjustment, non-resident's allowance and language allowance, where applicable) which would be paid to the staff member if she or he would be employed on full-time basis.

33. The amount of the subsidy paid by the Organization, however, will be pro-rated. Staff members on 80 percent part-time shall be granted 80 percent of the subsidy given to full-time staff and shall pay the rest of the premium themselves.

Compensation for death, injury and illness attributable to service

34. The compensation benefits payable under Appendix D of the Staff Rules in the event of death, injury or illness shall be the equivalent of 80 percent of the amounts determined in accordance with its articles 10.2 and 11.1 (c), respectively, except that in the event of death such benefits shall be so established as to take into account on a pro-rata basis previous full-time or 50 percent part-time service.

35. Any additional lump-sum payment in the case of injury or illness resulting in permanent disfigurement or permanent loss of a member or function shall be the full amounts as indicated in articles 11.3 (c) and 11.3 (d) of Appendix D of the provisional Staff Rules.

Termination indemnity

36. Part-time staff shall be paid termination indemnity in accordance with the provisions of Annex III to the Staff Rules under the same terms and conditions of full-time staff, except that periods of service in part-time employment shall be pro-rated, i.e. for staff at 80 percent part-time 15 months of service shall be counted as one year of service.

Repatriation grant

37. Repatriation grant shall be paid to part-time staff under the same terms and conditions as for full time staff, in accordance with Annex IV of the provisional Staff Rules, except that periods of service in part-time employment shall be pro-rated accordingly, i.e. for staff at 80 percent 15 months or part-time service shall be counted as one year of service.

Commutation of accrued annual leave

38. For part-time staff working 80 percent, annual leave may be paid upon separation, up to a maximum of 48 full working days. All payments shall be calculated on the basis of the remunerations indicated in the provisional Staff Rule 9.9.

Last day for pay purposes in the event of death

39. For the purpose of the extension of payment beyond the date of death provided for in provisional Staff Rule 9.11 (a)(vii), the same terms and conditions as for full time staff, except that periods of service in part-time employment shall be pro-rated accordingly i.e. for staff at 80 percent 15 months of part-time service shall be counted as one year of service.

Reversal to full-time employment

40. Part-time staff who wish to revert to full-time employment shall inform the Human Resources Management Service in writing through their Chief of Service or Head of Department. They are normally expected to have completed at least six complete calendar months on part-time employment before such requests may be made.

Extension of part-time employment

41. Such requests may be granted on the understanding that staff on 80 percent part-time can be asked at any moment to revert to full-time employment if service exigencies so require. This condition will be specifically mentioned in the memorandum of approval sent by the Human Resources Management Service.

(Signed) Clemens M. Adams
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