



UNITED NATIONS

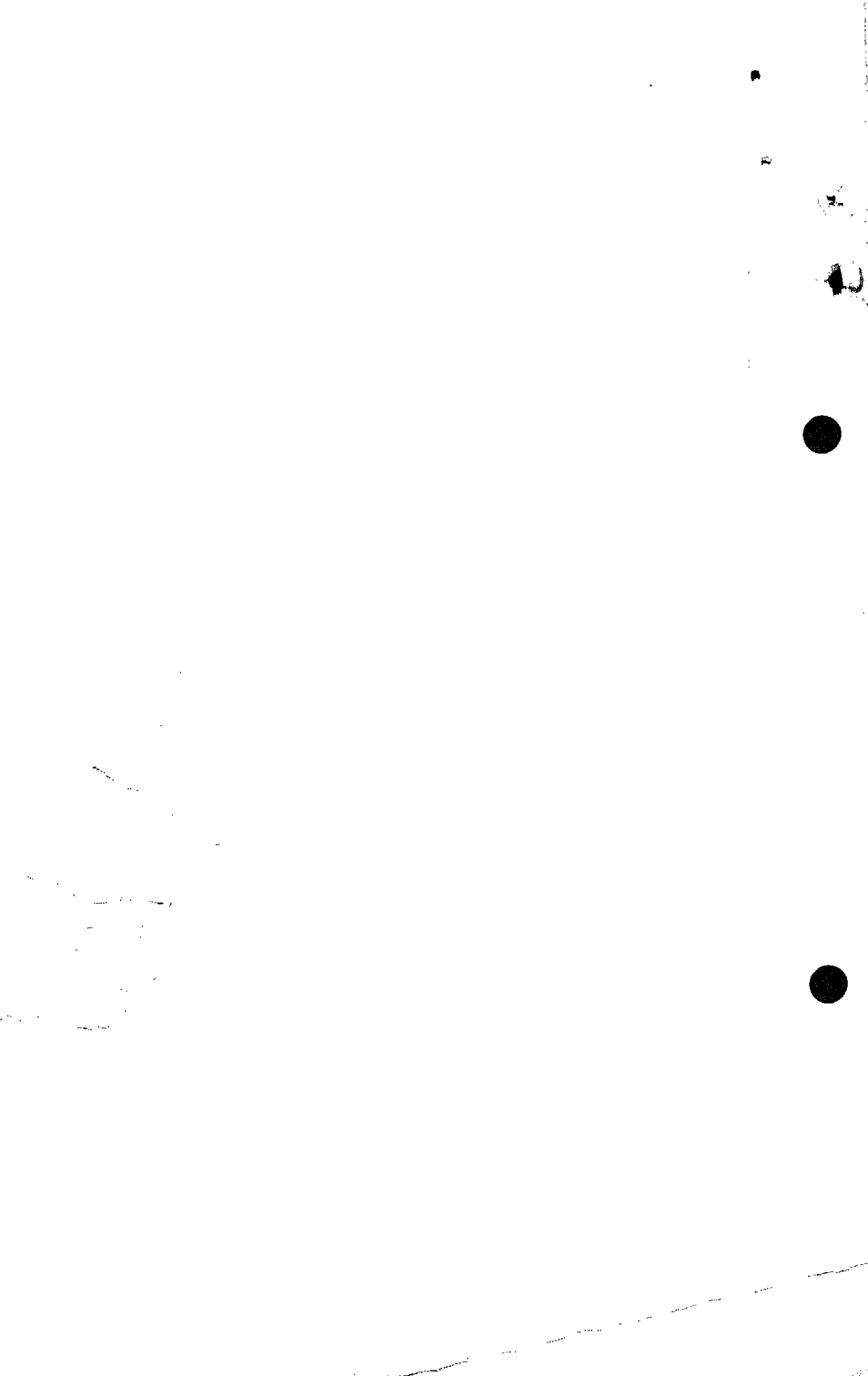
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STAFF RULES

STAFF REGULATIONS OF THE UNITED NATIONS

AND STAFF RULES 101.1 to 112.8

SECRETARY-GENERAL'S BULLETIN



SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Staff rules 101.1 through 112.8, applicable to all staff members except those specified in rule 101.1, are hereby issued in a revised edition.
2. The text of the Staff Regulations of the United Nations in effect on 1 January 1983, which provides the authority for the issuance of these Rules, is included in this edition, with each article of the Regulations preceding each chapter of the related Rules.
3. The revised edition incorporates all the amendments to the Staff Rules that have been published previously. In addition, it introduces a number of new amendments, as explained in paragraphs 4 to 20 below. The main purpose of these amendments is to incorporate in the rules various provisions concerning changes in staff allowances and benefits previously announced in administrative issuances.
4. Rule 103.20, Education grant, is amended, as a consequence of the decision adopted by the General Assembly in its resolution 37/126 of 17 December 1982, to extend eligibility for payment of the grant for a limited period to expatriate staff returning to duty stations in their home country following an assignment elsewhere. This amendment is effective 1 January 1983.
5. Rule 106.1, Participation in the Pension Fund, is amended, as a consequence of the decision adopted by the General Assembly in its resolution 37/131 of 17 December 1982, to amend article 21 of the Regulations of the United Nations Joint Staff Pension Fund, to shorten from one year to six months the duration of the appointment or the period of actual service required for participation in the Fund. This amendment is effective 1 January 1983.
6. Rule 112.2, Amendment of, and exceptions to, Staff Rules, and rule 112.8, Effective date and authentic texts of rules, are amended, with effect from 1 January 1983, to reflect the changes approved by the General Assembly in its resolution 37/235 C of 21 December 1982 to article XII of the Staff Regulations concerning the entry into force and effect of amendments to the Staff Rules. Rule 112.8 is also amended to indicate the effective date of this edition.

7. Appendix A is amended, with effect from 1 January 1983, to show in the salary scales for the Field Service category the increase in the children's allowance approved by the General Assembly in its resolution 37/126 of 17 December 1982.

8. In addition, the revised edition contains a number of other amendments, as explained in paragraphs 9 to 20 below.

9. Rule 103.7, Post adjustment, is amended to specify the period during which a staff member may continue to receive post adjustment at the rate of the previous duty station.

10. Rule 103.13, Night differential, is amended with effect from 1 October 1982 to permit, at duty stations where local conditions warrant, payment of night differential concurrently with overtime compensation as well as during periods of leave.

11. Rule 103.22, Assignment allowance, is amended with effect from 1 January 1983 to increase the rates of allowance.

12. Rule 104.14, Appointment and Promotion Board, is amended with effect from 1 March 1983 to permit an increase in the number of alternate members. In addition, an amendment is made to the provision relating to minimum periods of service for consideration for promotion.

13. Rule 107.19, Miscellaneous travel expenses, is amended to reflect the increase in the amount of expenditures for which receipts shall be required.

14. Rule 107.20, Installation, is amended with effect from 1 January 1983 to increase the rate of the lump-sum element of the installation grant. This rule is also amended to specify that the daily rate for the extended period may be graduated.

15. Rule 107.21, Excess baggage and unaccompanied shipments, is amended with effect from 1 June 1983 to express the entitlement in net terms and to permit conversion of a part of the entitlement to air freight on the basis of the full weight or volume. It is also amended to express the entitlement in cubic metres.

16. Rule 107.22, Insurance, is amended with effect from 1 June 1983 to increase the maximum amount of insurance coverage for shipments under rules 107.21 and 107.27.

17. Rule 107.27, Removal costs, is amended with effect from 1 June 1983 to express the entitlement in net terms and to increase the maximum valuation insurance for the storage of personal effects and household goods. It is also amended to permit, under certain conditions, payment of storage charges for a further period of up to two years.

18. Rule 110.2, Composition of the Joint Disciplinary Committee, is amended to provide for renewal of the Committee every two years instead of every year.

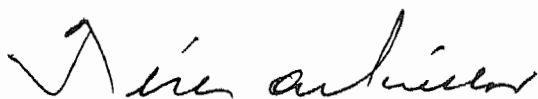
19. Appendix B (Headquarters) is amended with effect from 1 October 1982 to increase the rate for payment of compensation for overtime work on a Sunday or an official holiday and to permit payment of night differential concurrently with overtime compensation and during periods of leave. It is also amended to show the revised salary scales for the General Service category, including the Security Service and the Dispatchers and Guides, and for the Manual Worker category, effective 1 October 1983.

20. In addition, this revised edition contains a number of amendments of an editorial nature.

21. The amendments made in this revised edition shall be provisional until the requirements of staff regulations 12.3 and 12.4 are met.

22. Since this bulletin was first issued on 1 April 1958, five earlier revisions have been issued, effective 1 January 1966, 1 January 1973, 1 June 1976, 1 January 1977 and 1 January 1979.

23. Unless otherwise indicated above, the effective date of all changes introduced by this bulletin will be 1 January 1984.



Javier PÉREZ DE CUÉLLAR
Secretary-General

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STAFF REGULATIONS OF THE UNITED NATIONS

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the Chief Administrative Officer, shall provide and enforce such staff rules consistent with these principles as he considers necessary.

STAFF RULES

Rule 101.1

APPLICABILITY

Staff rules 101.1 through 112.8 are applicable to all staff members appointed by the Secretary-General except technical assistance project personnel, staff members specifically engaged for conferences and other short-term service, and special interests.

Article I

DUTIES, OBLIGATIONS AND PRIVILEGES

REGULATION 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

REGULATION 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

REGULATION 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any Government or from any other authority external to the Organization.

REGULATION 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

REGULATION 1.5: Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

REGULATION 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of

the Staff Regulations and with the individual's status as an international civil servant.

REGULATION 1.7: Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

REGULATION 1.8: The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

REGULATION 1.9: Members of the Secretariat shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Organization."

REGULATION 1.10: The oath or declaration shall be made orally by the Secretary-General at a public meeting of the General Assembly. All other members of the Secretariat shall make the oath or declaration before the Secretary-General or his authorized representative.

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 101.2

HOURS OF WORK

(a) Normal working hours at Headquarters shall be from 9.30 a.m. to 6 p.m., Monday through Friday, with an interruption of one hour for lunch. Exceptions may be made by the Secretary-General as the needs of the service may require.

(b) The Secretary-General shall set the normal working hours for each duty station away from Headquarters and notify the staff of these hours.

(c) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

Rule 101.3

OFFICIAL HOLIDAYS

(a) Official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (third Monday in February), the Friday preceding Easter Sunday, Memorial Day (last Monday in May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December) and one further day during the Christmas season designated each year by the Secretary-General. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.

(b) The Secretary-General shall set the official holidays for each duty station away from Headquarters and notify the staff of these holidays.

(c) (Cancelled)

Rule 101.4

CHANGE OF OFFICIAL DUTY STATION

A change of official duty station shall take place when a staff member is assigned from one office of the Organization to another for a fixed period exceeding six months or transferred for an indefinite period. Detailment of a staff member from his or her official duty station for service with a United Nations mission or conference shall not constitute change of official duty station within the meaning of these Rules.

Rule 101.5

INTERAGENCY LOANS

The Secretary-General may loan the services of a staff member to a specialized agency or other intergovernmental organization, provided such loan in no way diminishes the right or entitlements of the staff member under his or her letter of appointment to the United Nations.

Rule 101.6

OUTSIDE ACTIVITIES AND INTERESTS

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Secretary-General.

(b) No staff member may be actively associated with the management of, or hold a financial interest in, any business concern if it were possible for the staff member to benefit from such association or financial interest by reason of his or her official position with the United Nations.

(c) A staff member who has occasion to deal in his or her official capacity with any matter involving a business concern in which he or she holds a financial interest shall disclose the measure of that interest to the Secretary-General.

(d) The mere holding of shares in a company shall not constitute a financial interest within the meaning of this rule unless such holding constitutes a substantial control.

(e) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, perform any one of the

following acts, if such act relates to the purpose, activities or interests of the United Nations:

- (i) Issue statements to the press, radio or other agencies of public information;
- (ii) Accept speaking engagements;
- (iii) Take part in film, theatre, radio or television productions;
- (iv) Submit articles, books or other material for publication.

Rule 101.7

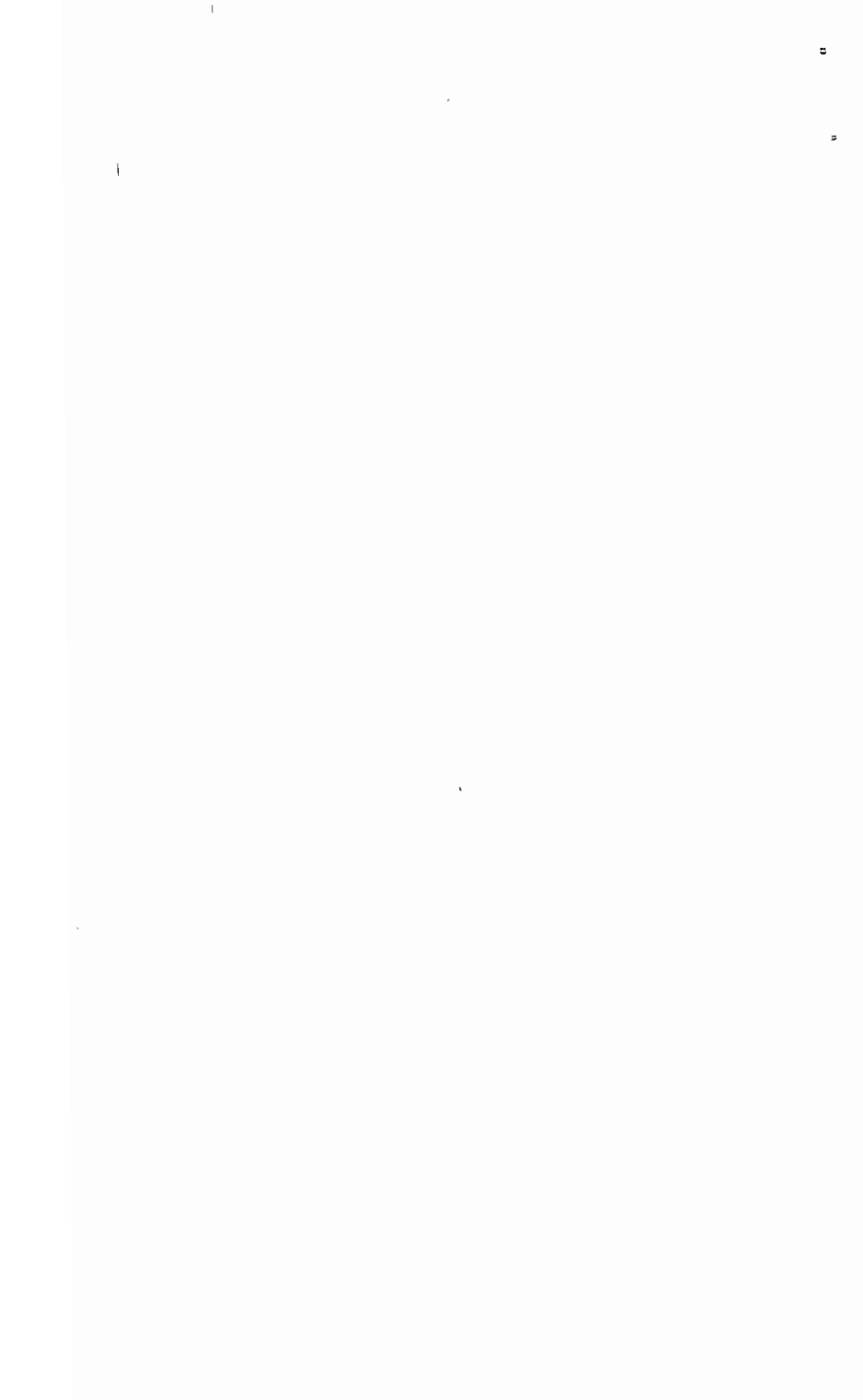
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Rule 101.8

MEMBERSHIP IN POLITICAL PARTIES AND POLITICAL ACTIVITIES

(a) Membership in a political party is permitted provided that such membership does not entail action, or obligation to action, contrary to staff regulation 1.7. The payment of normal financial contributions shall not be construed as an activity contrary to staff regulation 1.7.

(b) In any case of doubt as to the interpretation or application of staff regulation 1.7 and the present rule, the staff member concerned shall request a ruling from the Secretary-General.



Article II

CLASSIFICATION OF POSTS AND STAFF

REGULATION 2.1: *In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.*

Article III

SALARIES AND RELATED ALLOWANCES

REGULATION 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present regulations.

REGULATION 3.2: The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's re-assimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be the sum of 75 per cent of the first \$3,000 of admissible educational expenses, 50 per cent of the next \$1,000 of such expenses and 25 per cent of the next \$1,000, up to a maximum grant of \$3,000. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist which provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.

The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his own.

The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him/her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him/her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 75 per cent of the educational expenses actually incurred up to \$5,000, subject to a maximum grant of \$3,750.

The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

REGULATION 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff engaged at locality rates.

(b) (i) The assessment shall be calculated at the following rates for staff whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Total assessable payments (US dollars)	Assessment (per cent)	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First \$16,000 per year	14.7	19.4
Next \$4,000 per year	31	36
Next \$4,000 per year	34	39.1
Next \$4,000 per year	37	42.1
Next \$5,000 per year	39	44.7
Next \$5,000 per year	42	47.7
Next \$5,000 per year	44	49.9
Next \$6,000 per year	47	52.6
Next \$6,000 per year	50	55.5
Next \$6,000 per year	52	57.5
Next \$7,000 per year	53.5	58.9
Next \$7,000 per year	55	59.9
Next \$7,000 per year	56	60.9
Next \$8,000 per year	57	62.1
Remaining assessable payments .	59	64.5

(ii) The assessment shall be calculated at the following rates for staff whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (US dollars)	Assessment (per cent)
First \$2,000 per year	7
Next \$2,000 per year	11
Next \$2,000 per year	15
Next \$2,000 per year	19
Next \$4,000 per year	22
Next \$4,000 per year	25
Next \$4,000 per year	28
Next \$6,000 per year	32

<i>Next \$6,000 per year</i>	35
<i>Next \$6,000 per year</i>	38
<i>Next \$8,000 per year</i>	41
<i>Remaining assessable payments</i>	43

(iii) *The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 6 of annex I to the present Regulations.*

(iv) *In the case of staff whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff concerned are approved.*

(c) *In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him.*

(d) *The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.*

(e) *Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X).*

(f) *Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him by the United Nations, the Secretary-General is authorized to refund to him the amount of staff assessment collected from him provided that:*

- (i) *The amount of such refund shall in no case exceed the amount of his income taxes paid and payable in respect of his United Nations income;*
- (ii) *If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;*
- (iii) *Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;*
- (iv) *A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.*

REGULATION 3.4: (a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances as follows:

- (i) At \$700 per year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;*
- (ii) Where there is no dependent spouse, a single annual allowance of \$300 per year for either a dependent parent, a dependent brother or a dependent sister. The amount of either of these allowances payable in local currency shall not be less than the local currency equivalent of the dollar amount at the time it was established or last revised.*

(b) If both husband and wife are staff members, one may claim, for dependent children, under (i) above, in which case the other may claim only under (ii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of annex I to these regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 103.1

SALARY SCALES FOR FIELD SERVICE PERSONNEL

The salary scales and conditions of salary increments for members of the Field Service shall be those set forth in the appendix A (Field Service) to these Rules.

Rule 103.2

SALARY SCALES FOR GENERAL SERVICE PERSONNEL

The Secretary-General shall set the salary scales and conditions of salary increments for staff members in the General Service category at each established office, and these rates and conditions shall be published in the appendix B to these Rules applicable to the duty station.

Rule 103.3

WAGE RATES FOR MANUAL WORKERS

The Secretary-General shall set wage rates and conditions of wage increments for manual workers at each established office, and these rates and conditions shall be published in the appendix B to these Rules applicable to the duty station.

Rule 103.4

SALARY AND WAGES FOR LOCALLY RECRUITED MISSION PERSONNEL

The Secretary-General shall set salary or wage rates for personnel specifically recruited for service with a mission from within the general area of the mission.

Rule 103.5

NON-RESIDENT'S ALLOWANCE

(a) Staff members in the General Service category, who have been recruited from outside the country in which the duty station is located, or in respect of whom the United Nations assumes an obligation to repatriate, shall receive a non-resident's allowance at a rate and under conditions determined by the Secretary-General for the duty station, as shown in the appendix B to these Rules applicable to the duty station, provided that in no case shall the allowance be paid to a staff member whose nationality within the meaning of rule 104.8 is that of the country of the duty station or to a staff member while he or she is excluded under rule 104.7.

(b) Members of the Field Service and staff members recruited specifically for service with a mission shall not be eligible for the non-resident's allowance.

(c) The non-resident's allowance shall be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions; overtime and night differential compensation; payments and indemnities on separation.

Rule 103.6

LANGUAGE ALLOWANCE

(a) A staff member in the General Service category or in the Field Service category below level 6 shall be paid a language allowance if he or she passes a test, prescribed for this purpose, in any official language other than the language in which the staff member is required to be proficient by the terms of his or her appointment, unless, in the case of staff members in the General Service category, the entitlement is specifically excluded in the appendix B to these Rules applicable to the duty station. No staff member shall be paid a language allowance for more than two official languages.

(b) Proficiency tests in the use of official languages shall be held not less than once each year.

(c) Staff members in receipt of a language allowance may be required to undergo further tests at intervals of not less than five years in order to demonstrate their continued proficiency in the use of two or more official languages.

(d) The amount of the allowance payable at each duty station shall be determined by the Secretary-General, provided that the amount payable for a second language shall be half the amount payable for the first additional

language. The amount of the allowance payable to staff in the Field Service category and in the General Service category shall be shown respectively in the appendix A to these Rules and the appendix B to these Rules applicable to the duty station.

(e) The language allowance shall be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions; overtime and night differential compensation; payments and indemnities on separation.

Rule 103.7

POST ADJUSTMENT

(a) Subject to paragraph (d) below, post adjustments under annex I, paragraph 9, of the Staff Regulations shall be applied in accordance with the schedules set out in that annex in the case of staff members in the Professional category and above who are assigned to a duty station for one year or more.

- (b) (i) The rate of post adjustment shown on the schedules for staff members with dependants shall apply to a staff member if his or her spouse is recognized as a dependant under rule 103.24 or if it is recognized that the staff member provides substantial and continuing support of one or more of his or her children.
- (ii) Where both husband and wife are staff members in the Professional category or above, post adjustment shall be paid to each at the single rate unless they have a dependent child or children. In that case the dependency rate of post adjustment shall be paid to the spouse having the higher salary level and the single rate of post adjustment to the other spouse.
- (iii) The higher rate of post adjustment shall be paid in accordance with the above provisions, regardless of where the dependants reside.

(c) The schedules of post adjustments referred to in paragraph (a) above shall be applied to each duty station according to the classification established for the purpose.

(d) While the salary of a staff member is normally subject to the post adjustment of his or her duty station during assignments for one year or more, alternative arrangements may be made by the Secretary-General under the following circumstances:

- (i) A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he or she has been serving may continue to receive for up to six months the post adjustment applicable to the former duty station while the

members of his or her immediate family (spouse and children) remain at that duty station.

- (ii) When a staff member is assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to apply the post adjustment applicable to the duty station and, if appropriate, to pay an installation grant under rule 107.20 and an assignment allowance under rule 103.22 or, in lieu of the above, to authorize appropriate subsistence payments.
- (iii) When the Secretary-General designates an assignment as a special mission assignment under rule 103.21 (a), with provision for mission subsistence allowance, the post adjustment for the mission area will not be applicable.

(e) At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by the Government or by a related institution, staff members who have to rent housing accommodation at substantially higher commercial rates will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General.

Rule 103.8

SALARY AND WAGE INCREMENTS

(a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Secretary-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.

(b) Notwithstanding paragraph (a) of this rule, in the absence of exceptional circumstances, staff members holding probationary appointments shall become eligible for a second salary increment only after they have been granted permanent or regular appointments or if their probationary periods have been extended. Salary increments granted under this paragraph shall become effective in accordance with the provisions of paragraph (c) hereunder.

(c) Salary and wage increments shall be effective on the first day of the pay period in which the service requirements are completed, provided that the period of service may be shortened to meet the requirements of rule 103.9 and that such increments shall not be effective earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay. No increment shall be paid in the case of staff members whose services will cease during the month in which the increment would otherwise have been due.

(d) If a staff member with satisfactory service is changed to a lower salary level, the period of service since the last increment shall be credited towards the next increment within the lower level. If a staff member whose service has not been satisfactory is changed to a lower salary level, the staff member's eligibility for salary increment in the lower level will be based on satisfactory service in the lower level.

Rule 103.9

SALARY POLICY IN PROMOTIONS

Staff members receiving promotions shall be paid in accordance with the following provisions:

- (i) During the first year following promotion a staff member in continuous service shall receive in salary the amount of one full step in the level to which the staff member has been promoted more than he or she would have received without promotion, except where promotion to the lowest step of the level yields a greater amount. The step rate and date of salary increment in the higher salary level shall be adjusted to achieve this end.
- (ii) When, on promotion, a staff member becomes ineligible for payment of non-resident's allowance and/or language allowance which he or she has formerly been receiving, the amount the staff member has been receiving for these allowances shall be added to his or her salary before promotion to establish the step rate and date of next salary increment under (i) above.

Rule 103.10

(Cancelled)

Rule 103.11

SPECIAL POST ALLOWANCE

(a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher level posts.

(b) Without prejudice to the principle that promotion under staff rule 104.14 shall be the normal means of recognizing increased responsibilities and demonstrated ability, a staff member who is called upon to assume the full duties and responsibilities of a post at a clearly recognizable higher level than his or her own for a temporary period exceeding six months may, in excep-

tional cases, be granted a non-pensionable special post allowance from the beginning of the seventh month of service at the higher level.

(c) In the case of a staff member assigned to serve in a mission, or when a staff member in the General Service category is required to serve in a higher level post in the Professional category, the allowance may be paid immediately the staff member assumes the higher duties and responsibilities.

(d) The amount of the special post allowance shall be equivalent to the salary increase (including post adjustment and dependency allowances, if any) which the staff member would have received had the staff member been promoted to the level of the post in which he or she is serving.

Rule 103.12

OVERTIME AND COMPENSATORY TIME OFF

(a) Staff members serving at established offices in the Manual Worker category, in the General Service category or in the Field Service who are required to work in excess of the working week established for this purpose shall be given compensatory time off or may receive additional payment, under conditions established by the Secretary-General. In the case of staff members in the Manual Worker category and in the General Service category these conditions shall be set forth in the appendix B to these Rules applicable to the duty station.

(b) Should the exigencies of the service permit, and subject to the prior approval of the Secretary-General, occasional compensatory time off may be granted to staff members serving at established offices in the Professional category who have been required to work substantial or recurrent periods of overtime.

(c) The Secretary-General may set the conditions for overtime work or compensatory time off for staff members serving on missions or on other assignments away from their duty stations.

Rule 103.13

NIGHT DIFFERENTIAL

(a) Staff members serving at established offices who are assigned to night-time tours of duty shall receive a night differential at a rate and under conditions set forth in the appendix B to these Rules applicable to the duty station.

(b) When members of the Field Service are serving at an established office they may be paid a night differential under conditions established by the Secretary-General.

(c) Unless otherwise specifically provided in the appendix B to these Rules applicable to the duty station, night differential shall not be paid for the same work for which overtime payment or compensatory time off is allowed or for any hours when the staff member is on leave or in travel status.

(d) The Secretary-General shall set the conditions regarding night-time tours of duty in respect of missions.

Rule 103.14

SALARY ADVANCES

(a) Salary advances may be made to staff members under the following circumstances and conditions:

- (i) Upon departure for extended official travel or for approved leave involving absence from duty for two or more pay days, in the amount that would fall due for payment during the anticipated period of absence;
- (ii) In cases where staff members do not receive their regular pay cheque through no fault of their own, in the amount due;
- (iii) Upon separation from service, where final settlement of pay accounts cannot be made at the time of departure, subject to the advance not exceeding 80 per cent of the estimated final net payments due;
- (iv) In cases where new staff members arrive without sufficient funds, in such amount as the Secretary-General may deem appropriate;
- (v) Upon change of official duty station or detail to mission duty, in such amounts as the Secretary-General may deem appropriate.

(b) The Secretary-General may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorize an advance for any reason other than those enumerated above.

(c) Salary advances other than those referred to in subparagraphs (a) (i), (ii) and (iii) above shall be liquidated at a constant rate as determined at the time the advance is authorized, in consecutive pay periods, commencing not later than the period following that in which the advance is made.

RETROACTIVITY OF PAYMENTS

A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim:

- (i) In the case of the cancellation or modification of the staff rule governing eligibility, within three months following the date of such cancellation or modification;
- (ii) In every other case, within one year following the date on which the staff member would have been entitled to the initial payment.

PENSIONABLE REMUNERATION

(a) The pensionable remuneration of a staff member shall, except as provided in paragraph (c) below, be in accordance with articles 1 (p) and 55 of the Regulations of the United Nations Joint Staff Pension Fund.

(b) The pensionable remuneration of staff members in the Field Service category shall be established in the same manner as for staff in the Professional and higher categories.

(c) Where a promotion from the General Service category to the Professional category would result in a reduction of the pensionable remuneration used for computing the final average remuneration, the level of pensionable remuneration reached prior to the promotion shall be maintained until it is surpassed by that applicable to the staff member's grade and step in the Professional category. Contributions payable in accordance with article 25 of the Regulations of the United Nations Joint Staff Pension Fund shall be based on either:

- (i) The pensionable remuneration of the staff member used to determine such contributions at the time of promotion; or
- (ii) The pensionable remuneration applicable to the staff member's grade and step in the Professional category,

whichever is higher.

Rule 103.17

STAFF ASSESSMENT

(a) In application of the staff assessment plan under staff regulation 3.3:

- (i) Salaries for staff members in the Professional and higher categories and for Field Service personnel shall be subject to the assessment rates specified in paragraph (b) (i) of that regulation;
- (ii) Salaries or wages for staff members in the General Service category, for Manual Workers and for locally recruited mission personnel shall be subject to the assessment rates specified in paragraph (b) (ii) of that regulation.

(b) The dependency rates of staff assessment under staff regulation 3.3 (b) (i) shall apply when:

- (i) The staff member's spouse is recognized as a dependant under rule 103.24; or
- (ii) The staff member provides substantial and continuing support to one or more of his or her children.

(c) Where both husband and wife are staff members whose salaries are subject to the staff assessment rates specified in staff regulation 3.3 (b) (i), staff assessment shall apply to each at the single rate. If they have a dependent child or children, the dependency rate shall apply to the spouse having the higher salary level and the single rate to the other spouse.

Rule 103.18

DEDUCTIONS AND CONTRIBUTIONS

(a) There shall be deducted, each pay period, from the total payments due to each staff member:

- (i) Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 3.3 and rule 103.17;
- (ii) Contributions to the United Nations Joint Staff Pension Fund in accordance with article 25 of the Regulations of the United Nations Joint Staff Pension Fund and rule 103.16.

(b) Deductions from salaries, wages and other emoluments may also be made for the following purposes:

- (i) For contributions, other than to the United Nations Joint Staff Pension Fund, for which provision is made under these Rules;
- (ii) For indebtedness to the United Nations;

- (iii) For indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General;
- (iv) For lodging provided by the United Nations, by a Government or by a related institution.

Rule 103.19

(Cancelled)

Rule 103.20

EDUCATION GRANT

Definitions

(a) For the purposes of this rule:

- (i) "Child" means a child of a staff member who is dependent upon the staff member for main and continuing support. "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability.
- (ii) "Home country" means the country of home leave of the staff member under rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent.
- (iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

(b) A staff member who is regarded as an international recruit under rule 104.7 and whose duty station is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. If such a staff member is reassigned to a duty station within his or her home country, he or she may receive the education grant for the balance of a school year, not exceeding one full school year after his or her return from expatriate service. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under rule 104.6 as a local recruit at his or

her normal official duty station. The grant shall not, however, be payable in respect of:

- (i) Attendance at a kindergarten or nursery school at the pre-primary level;
 - (ii) Attendance at a free school or one charging only nominal fees at the duty station;
 - (iii) (Cancelled)
 - (iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;
 - (v) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available;
 - (vi) Vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.
- (c) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier.
- (ii) The grant will not normally be payable beyond the school year in which the child reaches the age of 25 years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

- (i) Where the institution provides board for the child, the sum of 75 per cent of the first \$3,000 of the cost of attendance and board, 50 per cent of the next \$1,000 and 25 per cent of the next \$1,000, up to a maximum grant of \$3,000 a year;
- (ii) Where the institution does not provide board, \$1,100 plus the sum of 75 per cent of the first \$1,533 of the cost of attendance, 50 per cent of the next \$1,000 and 25 per cent of the next \$1,000, up to a maximum grant of \$3,000 a year.

(e) In the case of attendance at an educational institution at the duty station:

- (i) The amount of the grant shall be the sum of 75 per cent of the first \$3,000 of the cost of attendance, 50 per cent of the next \$1,000 and 25 per cent of the next \$1,000, up to a maximum grant of \$3,000 a year;
- (ii) Where such an educational institution is located beyond commuting

distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) above.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

Travel

(h) A staff member to whom an education grant is payable under paragraph (d) or under subparagraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

- (i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;
- (ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;
- (iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

However, in the case of staff members serving at designated duty stations, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave.

Tuition of the mother tongue

(i) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under the second paragraph of staff regulation 3.2.

Claims

(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

Rates of exchange

(k) For the purpose of applying the scales of reimbursement set out in paragraphs (d) and (e) above, when the expenses incurred are in a currency other than the United States dollar, the rate of exchange to be used shall be whichever rate yields more units of the other currency: the United Nations operational rate of exchange in effect on 1 January 1977 or on the date when the reimbursement is made.

Special education grant for disabled children

(l) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(m) The amount of the grant shall be 75 per cent of the educational expenses actually incurred up to \$5,000 per year, the maximum grant thus being \$3,750. If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed \$3,750 per year. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.

(n) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of 25 years.

(o) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

(p) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

(q) The provision concerning the rates of exchange contained in paragraph (k) above shall also apply to the computation and payment of the special education grant for disabled children.

Rule 103.21

SALARY AND ALLOWANCES DURING MISSION ASSIGNMENTS

(a) The Secretary-General may designate special mission assignments, including assignments for periods of one year or more, during which a mission subsistence allowance shall be authorized in lieu of assignment allowance under rule 103.22, installation grant under rule 107.20 and any post adjustment to the area applicable under rule 103.7 (a). Where such a designation has been made, the mission subsistence allowance shall be payable to staff members recruited or assigned from outside the area of the mission, and the salaries of staff members assigned from another duty station shall continue to be subject to the post adjustment, if any, applicable at the duty station from which the staff members were assigned.

(b) The Secretary-General shall set the rates and conditions for the mission subsistence allowance payable on each such assignment. Eligible staff members who have a dependent spouse or one or more dependent children may be authorized to receive a higher rate of mission subsistence allowance than staff members not having such dependants. Where both husband and wife are staff members entitled to mission subsistence allowance, the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse. The allowance may be paid wholly or partially in the currency of the mission area or in the form of provision of food and/or lodging in kind.

(c) The Secretary-General may pay a clothing allowance to staff members who are assigned to service with a mission in a tropical or arctic area. The United Nations shall provide uniforms and accessories, but no clothing allowance, to members of the Field Service who are required to wear them.

Rule 103.22

ASSIGNMENT ALLOWANCE

(a) Subject to the provisions of rules 103.21 and 107.27, an assignment allowance shall be paid to a staff member in the Professional category and above who is appointed or assigned to a duty station outside his or her home country for a specified period of service under the following circumstances:

- (i) The allowance will be authorized when the fixed-term appointment or temporary assignment is for a period of one year or more but less than two years;
- (ii) The allowance may be authorized when the fixed-term appointment or temporary assignment is for a period of two years or more but less than five years. Normally, the allowance will be paid in the case of service at a duty station in the field, whereas removal costs under rule

107.27 will be paid in the case of service at a duty station in a city where the headquarters of the United Nations, a specialized agency or the International Atomic Energy Agency is located.

(b) The allowance shall not be paid to a staff member for more than five years in respect of service at one duty station, except for service at a duty station outside Europe and North America, where the period of entitlement may be extended beyond five years for a period of service not exceeding two years if the staff member is maintained at the same duty station on the initiative of the Organization. After the staff member has been paid the allowance for five years or more at one duty station, he or she shall not be entitled to any payment of removal costs under rule 107.27 (a) to the same duty station.

(c) When a staff member is assigned to a duty station for less than one year, the allowance will normally not be paid. However, appropriate subsistence payments may be made under rule 103.7 (d) (ii) where no assignment allowance is payable.

(d) Where the allowance has been paid for an initial period and the appointment or assignment is extended for additional fixed terms at one duty station, payment of the allowance may be continued.

(e) When an initial fixed-term appointment at one duty station is converted to a probationary appointment, or when an assignment is extended to five years or more, the allowance shall cease, and an entitlement to removal costs shall thereupon commence.

(f) The allowance may, in exceptional cases, be paid to a staff member who, after service of at least two years at a duty station outside his or her home country, is assigned to a duty station within that country.

(g) The assignment allowance shall be payable at the following annual rates:

(i) For assignments to duty stations in Europe, in Canada, in Cyprus, in Malta, in Turkey (European portion) and in the United States of America:

	<i>Single rates</i>	<i>Dependency rates</i>
	\$	\$
P-1 and P-2	1,200	1,500
P-3 and P-4	1,425	1,800
P-5 and above	1,650	2,100

(ii) For assignments to all other duty stations:

P-1, P-2, P-3 and P-4	2,400	3,000
P-5 and above	2,850	3,600

(h) The dependency rates of the assignment allowance shall be paid to a staff member if either the spouse or a child of the staff member is recognized as dependent upon the staff member for main and continuing support. Where both husband and wife are staff members entitled to assignment allowance, the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse.

Rule 103.23

DEPENDENCY ALLOWANCES

(a) The rates of dependency allowances applicable to the Field Service category shall be set out in the appendix A to these Rules. The rates of dependency allowances applicable to the General Service and Manual Worker categories shall be set out in the appendix B to these Rules applicable to the duty station.

(b) Subject to the provisions of staff regulation 3.4 (a), the full amount of the dependency allowance provided under that regulation and the Staff Rules in respect of a dependent child shall be payable, except where the staff member or his or her spouse receives a direct governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under this rule shall be the approximate amount by which the governmental grant is less than the dependency allowance set out under the Staff Regulations and Staff Rules. In no case shall the sum of the two payments be less than the rate set out under the Staff Regulations and Staff Rules.

(c) Staff members shall be responsible for notifying the Secretary-General in writing of claims for dependency allowance and may be required to support such claims by documentary evidence satisfactory to the Secretary-General. They shall be responsible for reporting to the Secretary-General any change in the status of a dependant affecting the payment of this allowance.

(d) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.

Rule 103.24

DEFINITION OF DEPENDENCY

For the purposes of the Staff Regulations and Staff Rules:

(a) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General

Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that, in the case of staff in the Professional category or above, the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step I, for New York).

(b) A "dependent child" shall be:

- (i) A staff member's natural or legally adopted child, or
- (ii) A staff member's stepchild, if residing with the staff member,

under the age of 18 years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of 21 years, for whom the staff member provides main and continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of a staff member. If a child over the age of 18 years is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

A staff member claiming a child as dependent must certify that he or she provides main and continuing support. This certificate must be supported by documentary evidence satisfactory to the Secretary-General, if a child:

- (i) Does not reside with the staff member because of divorce or legal separation of the staff member;
- (ii) Is married; or
- (iii) Is regarded as a dependant under the special conditions referred to above.

(c) A secondary dependant shall be the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.



Article IV

APPOINTMENT AND PROMOTION

REGULATION 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment, each staff member shall receive a letter of appointment in accordance with the provisions of annex II to the present regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

REGULATION 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

REGULATION 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

REGULATION 4.4: Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply on a reciprocal basis to the specialized agencies brought into relationship with the United Nations.

REGULATION 4.5: (a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with these regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

REGULATION 4.6: The Secretary-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.



Chapter IV

APPOINTMENT AND PROMOTION

Rule 104.1

LETTER OF APPOINTMENT

The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 104.2

EFFECTIVE DATE OF APPOINTMENT

(a) The appointment of every locally recruited staff member shall take effect from the date on which the staff member starts to perform his or her duties.

(b) The appointment of every staff member internationally recruited shall take effect from the date on which the staff member enters into official travel status to assume his or her duties or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

Rule 104.3

RE-EMPLOYMENT

(a) A former staff member who is re-employed shall either be given a new appointment or, if he or she is re-employed within 12 months of being separated from service or within any longer period following retirement on disability under the Joint Staff Pension Fund Regulations, he or she may be reinstated in accordance with the provisions of paragraph (b) hereunder. If the former staff member is reinstated, it shall be so stipulated in his or her letter of appointment. If the former staff member is given a new appointment, its terms shall be fully applicable without regard to any period of former service. However, such former service shall be counted for the purpose of determining seniority in grade.

(b) On reinstatement the staff member's services shall be considered as having been continuous, and the staff member shall return to the United Nations any monies he or she received on account of separation, including termination indemnity under rule 109.4, repatriation grant under rule 109.5 and payment for accrued annual leave under rule 109.8. The interval between separation and reinstatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's sick leave credit under rule 106.2 at the time of separation shall be re-established; the staff member's participation, if any, in the Joint Staff Pension Fund shall be governed by the Regulations of that fund.

Rule 104.4

NOTIFICATION BY STAFF MEMBERS AND OBLIGATION TO SUPPLY INFORMATION

(a) Staff members shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules or of completing administrative arrangements in connection with their appointments.

(b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules.

(c) A staff member who intends to acquire permanent residence status in any country other than that of his or her nationality or who intends to change his or her nationality shall notify the Secretary-General of that intention before the change in residence status or in nationality becomes final.

(d) A staff member who is arrested, charged with an offence other than a minor traffic violation or summoned before a Court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Secretary-General.

(e) A staff member may at any time be required by the Secretary-General to supply information concerning facts anterior to his or her appointment and relevant to his or her suitability, or concerning facts relevant to his or her integrity, conduct and service as a staff member.

Rule 104.5

GEOGRAPHICAL DISTRIBUTION

Recruitment on as wide a geographical basis as possible, in accordance with the requirements of staff regulation 4.2, shall not apply to posts in the General Service category or in similar salary levels.

Rule 104.6

LOCAL RECRUITMENT

(a) The conditions under which staff members shall be regarded as local recruits for the purposes of these rules at each duty station, including missions, are set forth in the appendix B to these Rules applicable to the duty station.

(b) A staff member regarded as having been locally recruited shall not be eligible for the allowances or benefits indicated under rule 104.7.

Rule 104.7

INTERNATIONAL RECRUITMENT

(a) Staff members other than those regarded under rule 104.6 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children, removal of household effects, non-resident's allowance, home leave, education grant and repatriation grant.

(b) Members of the Field Service and staff members recruited specifically for mission service shall not be eligible for non-resident's allowance or removal of household effects.

(c) A staff member who has changed his or her residential status in such a way that he or she may, in the opinion of the Secretary-General, be deemed to be a permanent resident of any country other than that of his or her nationality may lose entitlement to non-resident's allowance, home leave, education grant, repatriation grant and payment of travel expenses upon separation for the staff member and his or her spouse and dependent children and removal of household effects, based upon place of home leave, if the Secretary-General considers that the continuation of such entitlement would be contrary to the purposes for which the allowance or benefit was created. Conditions governing entitlement to international benefits in the light of

residential status are shown in the appendix B to these Rules applicable to the duty station.

Rule 104.8

NATIONALITY

(a) In the application of Staff Regulations and Staff Rules, the United Nations shall not recognize more than one nationality for each staff member.

(b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated.

Rule 104.9

(Cancelled)

Rule 104.10

FAMILY RELATIONSHIPS

(a) Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.

(b) The husband or wife of a staff member may be appointed provided that he or she is fully qualified for the post for which he or she is being considered and that the spouse is not given any preference by virtue of the relationship to the staff member.

(c) A staff member who bears to another staff member any of the relationships specified in (a) and (b) above:

- (i) Shall not be assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he or she is related;
- (ii) Shall disqualify himself or herself from participating in the process of reaching or reviewing an administrative decision affecting the status or entitlements of the staff member to whom he or she is related.

(d) The marriage of one staff member to another shall not affect the contractual status of either spouse but their entitlements and other benefits shall be modified as provided in the relevant Staff Regulations and Rules. The

same modifications shall apply in the case of a staff member whose spouse is a staff member of another organization participating in the United Nations common system. Where both husband and wife are staff members and maintain separate households because they are assigned to different duty stations, the Secretary-General may decide to maintain such separate entitlements and benefits, provided that this is not inconsistent with any staff regulation or other decision of the General Assembly.

Rule 104.11

(Cancelled)

Rule 104.12

TEMPORARY APPOINTMENTS

On recruitment staff members may be granted one of the following types of temporary appointments: probationary appointment, fixed-term appointment, or indefinite appointment.

(a) *Probationary appointment*

The probationary appointment may be granted to persons under the age of 50 years who are recruited for career service. The period of probationary service under such an appointment shall normally be two years. In exceptional circumstances, it may be reduced or extended for not more than one additional year.

At the end of the probationary service the holder of a probationary appointment shall be granted either a permanent or a regular appointment or be separated from the service.

The probationary appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

(b) *Fixed-term appointment*

The fixed-term appointment, having an expiration date specified in the letter of appointment, may be granted for a period not exceeding five years to persons recruited for service of prescribed duration, including persons temporarily seconded by national Governments or institutions for service with the United Nations. The fixed-term appointment does not carry any expectancy of renewal or of conversion to any other type of appointment.

(c) *Indefinite appointment*

The indefinite appointment may be granted to:

- (i) Persons specifically recruited for mission service who are not granted a fixed-term or regular appointment;
- (ii) Persons specifically recruited for service with the Office of the High Commissioner for Refugees or any other Agency or Office of the United Nations as may be designated by the Secretary-General.

The indefinite appointment does not carry any expectancy of conversion to any other type of appointment. The indefinite appointment shall have no specific expiration date and, except as provided in staff rule 106.2 (a) (iv), shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

Rule 104.13

PERMANENT AND REGULAR APPOINTMENTS

(a) *Permanent appointment*

- (i) The permanent appointment may be granted to staff members who are holders of a probationary appointment and who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.
- (ii) Permanent appointments shall be subject to review at the end of the first five years of service under such appointment.

(b) *Regular appointment*

- (i) The regular appointment may be granted when warranted by specific circumstances, especially such circumstances of a local nature, to staff members in the General Service and Manual Worker categories who are holders of probationary appointments and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.
- (ii) The regular appointment shall be for an indefinite period and may last until retirement. It shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term. Regular appointments shall be subject to review at the end of the first five years.

- (c) (i) Recommendations proposing the grant of permanent or regular appointments on the ground that a holder of a probationary appointment has met the requirements of this rule may be made to

the Secretary-General by agreement between the Office of Personnel Services and the Department or Office concerned. Such agreements shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.

- (ii) Affirmative recommendations to the effect that the holder of a permanent or regular appointment under a five-year review has maintained the requisite standards of suitability may similarly be made by agreement between the Office of Personnel Services and the Department or Office concerned and shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.
- (iii) In the absence of an agreed favourable recommendation as provided in (c) (i) or (ii) above, the matter shall be referred to the Appointment and Promotion Board.

(d) Permanent or regular appointments limited to service with the United Nations Children's Fund or the United Nations Development Programme may be granted by the Executive Director of the Children's Fund or the Administrator of the Development Programme, respectively, with the assistance of such boards as may be established in accordance with the provisions of the last sentence of rule 104.14 (a) (i).

Rule 104.14

APPOINTMENT AND PROMOTION BOARD

- (a) (i) An Appointment and Promotion Board shall be established by the Secretary-General to give advice on the appointment, promotion and review of staff in the General Service and Professional categories and on the appointment and review of staff at the Principal Officer level, except those specifically recruited for service with the United Nations Children's Fund, the United Nations Development Programme, the United Nations Environment Programme, the United Nations Institute for Training and Research or the United Nations University. The Secretary-General shall also establish appointment and promotion committees and such other subsidiary panels as may be necessary to assist the Appointment and Promotion Board in the performance of its functions. The heads of the organs referred to above may establish boards whose composition and functions are generally comparable to those of the Appointment and Promotion Board to advise them in the case of staff members recruited specifically for service with those organs.
- (ii) Subject to the criteria of Article 101, paragraph 3, of the Charter and to the provisions of staff regulations 4.2 and 4.4, the Appointment and Promotion Board shall, in filling vacancies, normally give preference, where qualifications are equal, to staff

members already in the Secretariat and staff members in other international organizations.

(b) Composition and procedures of the Appointment and Promotion Board

- (i) The Appointment and Promotion Board shall consist of seven members and an appropriate number of alternates to be determined by the Secretary-General, at the Principal Officer level and above. The Assistant Secretary-General, Personnel Services, or an authorized representative shall serve *ex officio* as a non-voting member of the Board. The other members and alternates shall be appointed by the Secretary-General after consultation with the appropriate staff representative body. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that three members and at least three alternates are appointed from nominees submitted by the appropriate staff representative body.
- (ii) The Board shall elect its own Chairman and establish its own procedures.

(c) Composition and procedures of the Appointment and Promotion Committees

- (i) The Appointment and Promotion Committee at Headquarters shall consist of seven members and fourteen alternates, at the Second Officer level and above. A designated official of the Office of Personnel Services shall serve *ex officio* as a non-voting member of the Committee. The other members and alternates shall be appointed by the Secretary-General after consultation with the appropriate staff representative body. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that three members and seven alternates are appointed from nominees submitted by the appropriate staff representative body. The Appointment and Promotion Committees established at other designated offices shall be similarly constituted and shall be composed of five or seven members and an equal number of alternates, with at least half appointed from nominees submitted by the appropriate staff representative body.
- (ii) Each committee shall elect its own Chairman and, subject to such general directives as may be issued by the Board, shall establish its own procedures.

(d) Subsidiary panels

As necessary, working groups at Headquarters and in other designated offices, with functions comparable to those of the Appointment and Promo-

tion Board and committees, may be appointed in the same manner by the Secretary-General.

(e) For any particular review where promotion is envisaged, the rank of members or alternates serving on the committees or subsidiary panels shall not be below the level to which promotion is contemplated.

(f) Functions of the Appointment and Promotion Board

The function of the Appointment and Promotion Board shall be to make recommendations to the Secretary-General in respect of the following:

(i) Appointment

Proposed probationary appointments and other proposed appointments of a probable duration of one year or more, excluding the appointment of persons recruited specifically for service with a mission.

(ii) Review

(A) The suitability for permanent or regular appointment of staff members serving on probationary appointments, as may be referred to it in accordance with the provisions of rule 104.13 (c). Recommendations of the Board may include extension of the probationary period for one additional year or separation from the service.

(B) The review of appointments of staff members holding permanent or regular appointments as may be referred to it in accordance with the provisions of rule 104.13 (c). Upon the completion of the first five years of service under such appointments, for the purpose of determining whether the staff member concerned has maintained the standards of efficiency, competence and integrity established in the Charter.

(C) The review of proposals for the termination of permanent appointments for unsatisfactory services under staff regulation 9.1 (a) in accordance with the special procedure established for that purpose by the Secretary-General.

(iii) Promotion

(A) The selection of staff members qualified for promotion. For this purpose, the Board shall normally once a year conduct a comprehensive, grade by grade review of all staff members within its purview. Wherever practicable, it shall develop and maintain promotion registers embodying the results of such a review. These registers shall be established in relation to an estimate of the total number of known and foreseeable vacancies to be filled by promotion at each grade level in the period until the next general review of staff.

- (B) In the event that a particular vacancy cannot, by reason of the nature of the work, be appropriately filled from a promotion register, the Board may recommend exceptionally, in advance of the next regular review, the promotion of a staff member considered by it to be best qualified after review of a relevant group of staff.
- (C) Minimum periods of service in the grade, as a normal requirement for consideration for promotion, shall be established by the Secretary-General upon recommendation by the Appointment and Promotion Board.

(g) The foregoing functions with respect to staff in the Professional category and at the Principal Officer level will be performed by the Appointment and Promotion Board or, at its request, by the Appointment and Promotion Committees, which will report to the Board. The same functions in respect of staff in the General Service category will normally be performed by working groups, in accordance with the provisions establishing such working groups.

Rule 104.15

MEDICAL EXAMINATION

(a) Staff members may be required from time to time to satisfy the United Nations Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the United Nations Medical Officer before they go on or after they return from mission service.

Article V

ANNUAL AND SPECIAL LEAVE

REGULATION 5.1: Staff members shall be allowed appropriate annual leave.

REGULATION 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

REGULATION 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of service at designated duty stations having very difficult or difficult conditions of life and work, eligible staff members shall be granted, respectively, home leave once in every 12 months and once in every 18 months. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.



Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 105.1

ANNUAL LEAVE

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below, and of rule 105.2 (c) and provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under rule 106.4.

(b) Annual leave may be taken in units of days and half-days. All arrangements as to leave shall be subject to the exigencies of the service, which may require that leave be taken by a staff member during a period designated by the Secretary-General. Leave may be taken only when authorized, but the personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.

(c) Annual leave may be accumulated, provided that not more than 12 weeks of such leave shall be carried forward beyond 1 January of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if the staff member has no accrued annual leave, it shall be considered as unauthorized, and pay and allowances shall cease for the period of such absence.

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service

with a mission from within the general area of the mission and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Rule 105.2

SPECIAL LEAVE

(a) Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the United Nations, in cases of extended illness or for other important reasons for such period as the Secretary-General may prescribe.

(b) A staff member, other than one recruited specifically for a mission, who has completed one year of satisfactory probationary service or who has a permanent or regular appointment and who is called upon to serve in the armed forces of the State of which the staff member is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with terms and conditions set forth in appendix C to these Rules.

(c) Staff members shall not accrue service credits towards sick, annual and home leave, salary increment, seniority, termination indemnity and repatriation grant during periods of special leave with partial pay or without pay. Periods of less than one calendar month of such leave shall not affect the ordinary rates of accrual; nor shall continuity of service be considered broken by periods of special leave.

Rule 105.3

HOME LEAVE

(a) Staff members, other than those considered as local recruits under rule 104.6 or excluded from home leave under rule 104.7, who are serving outside their home country and who are otherwise eligible shall be entitled once in every two years of qualifying service to visit their home country at United Nations expense for the purpose of spending in that country a substantial period of annual leave. Leave taken for this purpose and under the terms and conditions set forth in this rule shall hereinafter be referred to as home leave.

(b) A staff member shall be eligible for home leave provided the following conditions are fulfilled:

(i) While performing his or her official duties the staff member continues to reside in a country other than that of which he or she is a

national, or, in the case of a staff member who is a native of a non-metropolitan territory of the country of the duty station and who maintained his or her normal residence in such non-metropolitan territory prior to appointment, he or she continues to reside, while performing his or her official duties, outside such territory;

- (ii) The staff member's service is expected by the Secretary-General to continue at least six months beyond the date of his or her return from any proposed home leave, on the understanding that, in the case of the first home leave, the staff member's service is also expected to continue at least six months beyond the second anniversary of the date of his or her appointment or of the date on which the staff member becomes eligible for home leave and that in the case of home leave following the return from a family visit travel under rule 107.1 (b), the staff member has completed not less than nine months of continuous service since departure on the family visit travel.

(c) Staff members whose eligibility under (b) above is established at the time of their appointment shall begin to accrue service credit towards home leave from that date. Staff members who become eligible for home leave subsequent to appointment shall begin to accrue such service credit from the effective date of their becoming eligible.

(d) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:

- (i) The place of home leave of the staff member within his or her home country shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential ties during the period of his or her most recent residence in the home country preceding appointment;
- (ii) A staff member who has served with another public international organization immediately preceding his or her appointment shall have the place of home leave determined as though his or her entire previous service with the other international organization had been with the United Nations;
- (iii) The Secretary-General, in exceptional and compelling circumstances, may authorize as the home country, for the purposes of this rule, a country other than the country of nationality. A staff member requesting such authorization will be required to satisfy the Secretary-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family or personal ties in that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3.

(e) Except in the case of staff members serving on probationary appointments, and subject to the provisions in appendix B to these Rules

applicable to the duty station, the first home leave for an eligible staff member shall fall due in the second calendar year after the one in which the staff member was appointed or in which entitlement is acquired. A staff member appointed on a probationary basis shall not be entitled to his or her first home leave until the staff member has been granted a permanent appointment or an extension of probationary period, unless the Secretary-General considers that it will not be possible for the Appointment and Promotion Board to review his or her case within six months after completion of two years' service, in which event, the Secretary-General may grant the home leave subject to the other conditions of this rule. Home leave may be taken, subject to the exigencies of the service and to the provisions above in respect of probationary appointment, at any time during the calendar year in which it falls due.

(f) In exceptional circumstances, a staff member may be granted advanced home leave, provided that not less than 12 months of qualifying service have been completed or that not less than 12 months of qualifying service have elapsed since the date of return from his or her last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due.

(g) If, excepting as provided hereunder, a staff member delays taking his or her home leave beyond the calendar year in which it falls due, the staff member shall not be entitled to take his or her next such leave until the second succeeding calendar year thereafter. Should, however, the Secretary-General decide that exceptional circumstances, arising out of the exigencies of the service, make it necessary for a staff member's home leave to be delayed beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that not less than 12 months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure.

(h) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his or her family.

(i) Subject to the conditions specified in chapter VII of these rules, a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between the official duty station and the place of residence in his or her home country.

(j) Travel of eligible family members shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her family members from travelling together.

(k) If both husband and wife are staff members eligible for home leave, each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed once in every two years both with regard to staff members and to their dependent children, if any.

(l) A staff member travelling on home leave shall be required to spend a substantial period of leave in his or her home country. The Secretary-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

(m) Under the terms and conditions established by the Secretary-General, eligible staff members serving at designated duty stations having very difficult or difficult conditions of life and work shall be granted, respectively, home leave once in every 12 months and once in every 18 months.

Article VI

SOCIAL SECURITY

REGULATION 6.1: Provision shall be made for the participation of staff members in the United Nations Joint-Staff Pension Fund in accordance with the regulations of that Fund.

REGULATION 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.



Chapter VI

SOCIAL SECURITY

Rule 106.1

PARTICIPATION IN THE PENSION FUND

Staff members whose appointments are for six months or longer or who complete six months of service under shorter appointments without an interruption of more than 30 days shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 106.2

SICK LEAVE

(a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

- (i) All sick leave must be approved on behalf of the Secretary-General.
- (ii) A staff member holding a fixed-term appointment for less than one year shall be granted sick leave credit at the rate of 2 working days per month of contractual service.
- (iii) A staff member holding a probationary appointment or a fixed-term appointment of one year or longer but less than five years shall be granted sick leave up to three months on full salary and three months on half salary in any period of 12 consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed 18 months, nine months on full salary and nine months on half salary.
- (iv) A staff member who holds a permanent, regular or indefinite appointment, who holds a fixed-term appointment for five years or who has completed five years of continuous service shall be granted sick leave up to nine months on full salary and nine months on half salary in any period of four consecutive years.
- (v) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. Where practicable, they should, before absenting themselves, report to the United Nations Medical Officer.

- (vi) Except with the approval of the Secretary-General, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner to the effect that the staff member is unable to perform his or her duties and stating the nature of the illness and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member.
- (vii) After a staff member has taken periods of uncertified sick leave totalling seven working days within a calendar year, any further absence from duty within that year shall either be supported by a medical certificate or deducted from annual leave or charged as special leave without pay.
- (viii) A staff member may be required at any time to submit a medical certificate as to his or her condition or to undergo examination by a medical practitioner named by the Secretary-General. Further sick leave may be refused or the unused portion withdrawn, if the Secretary-General is satisfied that the staff member is able to return to duty, provided that, if the staff member so requests, the matter shall be referred to an independent practitioner or a medical board acceptable to both the Secretary-General and the staff member.
- (ix) A staff member shall not, whilst on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.

(b) When sickness of more than three consecutive working days occurs within a period of annual leave, including home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his or her request for sick leave together with supporting certificate or other evidence as soon as practicable, and in any event immediately on his or her return to duty.

(c) A staff member shall immediately notify the United Nations Medical Officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. A staff member who, as a result of these circumstances, is directed not to attend the office shall receive his or her full salary and other emoluments for the period of authorized absence.

(d) Entitlement to sick leave shall lapse on the final date of a staff member's appointment.

MATERNITY LEAVE

(a) A staff member shall be entitled to maternity leave in accordance with the following provisions:

- (i) The leave shall commence six weeks prior to the anticipated date of confinement upon production of a certificate from a duly qualified medical practitioner indicating the anticipated date of confinement. However, at the staff member's request and upon production of a certificate from a duly qualified medical practitioner indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than three weeks before the anticipated date of confinement.
- (ii) The leave shall extend for a total period of sixteen weeks from the time it is granted. The post-confinement leave shall therefore extend for a period equivalent to sixteen weeks less the period between the commencement of the maternity leave and the actual date of confinement, subject to a minimum of ten weeks. However, the staff member, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following confinement.
- (iii) The staff member shall receive maternity leave with full pay for the entire duration of her absence in accordance with (i) and (ii) above. However, if due to a miscalculation on the part of the medical practitioner or midwife as to the date of confinement the pre-confinement leave is more than six weeks, the staff member shall receive full pay to the actual date of confinement and will be allowed the minimum of ten weeks of post-confinement leave as provided in (ii) above.

(b) (Cancelled)

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (Cancelled)

(e) Annual leave shall accrue during the period of maternity leave, provided that the staff member returns to service for at least six months after the completion of maternity leave.

(f) (Cancelled)

Article VII

TRAVEL AND REMOVAL EXPENSES

REGULATION 7.1: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.

REGULATION 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 107.1

OFFICIAL TRAVEL OF STAFF MEMBERS

(a) Subject to the conditions laid down in these rules, the United Nations shall pay the travel expenses of a staff member under the following circumstances:

- (i) On initial appointment, provided the staff member is considered to have been internationally recruited under rule 104.7;
- (ii) When required to travel on official business;
- (iii) On change of official duty station, as defined in rule 101.4;
- (iv) On home leave, in accordance with the provisions of rule 105.3;
- (v) On family visit, in accordance with the provisions of paragraph (b) below;
- (vi) On separation from service, in accordance with the provisions of chapter IX of the Staff Regulations and Staff Rules;
- (vii) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

(b) Under subparagraph (a) (v) above, the United Nations may pay the travel expenses of a staff member to the place of recruitment, to the place of home leave or to the previous duty station for the purpose of visiting his or her eligible family members once every year in which the staff member's home leave does not fall due, provided that:

- (i) The staff member has completed not less than one year of continuous service at the duty station since the initial appointment or assignment or not less than nine months since departure on his or her last home leave journey;
- (ii) The staff member's service at the duty station is expected to continue at least six months beyond the date of return to the duty station;
- (iii) During the preceding twelve months, none of the eligible family members has been present with the staff member at the duty station after travel at United Nations expense except education grant travel.

Should a staff member wish to visit his or her eligible family members residing at any other place, the travel expenses borne by the United Nations shall not

exceed the maximum amount that would have been payable on the basis of travel to the place of home leave. The Secretary-General may establish special conditions for payment of these travel expenses in respect of eligible staff members serving at designated duty stations having very difficult or difficult conditions of life and work.

(c) Under subparagraph (a) (vi) above, the United Nations shall pay the travel expenses of a staff member to the place of recruitment or, if the staff member had a probationary appointment or an appointment for a period of two years or longer or had completed not less than two years of continuous service, to the place recognized as his or her home for the purpose of home leave under rule 105.3. Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.

Rule 107.2

OFFICIAL TRAVEL OF FAMILY MEMBERS— ESTABLISHED OFFICES

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay, in the case of service at an established office, the travel expenses of a staff member's eligible family members under the following circumstances:

- (i) On the initial appointment of a staff member who is considered to have been internationally recruited, under the provisions of rule 104.7, provided the appointment is for a period of one year or longer or is a probationary appointment and provided the staff member's services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;
- (ii) Following completion by the staff member of not less than one year of continuous service, provided his or her services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;
- (iii) On change of official duty station, provided the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;
- (iv) On home leave, in accordance with the provisions of rule 105.3;
- (v) On separation of a staff member from service, provided the staff member's appointment was for a period of one year or longer or the staff member had completed not less than one year of continuous service;
- (vi) On journeys approved in connection with the education of a staff member's child;

- (vii) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;
- (viii) On travel of the spouse to the duty station, in lieu of the staff member's family visit travel under rule 107.1 (a) (v), subject to the same conditions as specified in rule 107.1 (b).

(b) Under subparagraphs (a) (i) and (ii) above, the United Nations shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place of home leave. Should a staff member wish to bring any eligible family member to the official duty station from any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of travel from place of recruitment or home leave.

(c) Under subparagraph (a) (v) above, the United Nations shall pay the travel expenses of a staff member's eligible family members from the official duty station to the place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1. Where both husband and wife are staff members and either or both are entitled to the payment of travel expenses on separation from service, travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for a staff member while he or she remains in the service of the Organization.

Rule 107.3

OFFICIAL TRAVEL OF FAMILY MEMBERS—MISSION SERVICE

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay in the case of service with a mission, the travel expenses of a staff member's eligible family members to and from the mission area provided that:

- (i) The staff member is detailed, assigned or transferred from an established office or has been recruited specifically for the mission from outside the area of the mission;
- (ii) The staff member is detailed, assigned or transferred or appointed for an anticipated continuous period of not less than one year, or the staff member's assignment after a shorter period is extended so that the total anticipated period is not less than one year;
- (iii) The staff member's services are expected to continue in the mission area beyond six months after the beginning date of the family member's travel, and they are expected to remain in the mission area for the major part of the staff member's assignment;

- (iv) The Secretary-General has decided that there are no special circumstances or local conditions which make it undesirable for the staff member to be accompanied by his or her family members;
- (v) The staff member assumes responsibility for providing living accommodations for his or her family members.

(b) The provisions of paragraphs (b) and (c) of rule 107.2 shall apply to mission service, provided that, in the case of staff members detailed, assigned or transferred from an established office, travel shall normally be between the established office and the mission area.

Rule 107.4

LOSS OF ENTITLEMENT TO RETURN TRANSPORTATION

(a) A staff member who resigns before completing one year of service or within six months following the date of his or her return from travel on home leave or family visit shall not be entitled to payment of return travel expenses for himself or herself and family members unless, in the opinion of the Secretary-General, there are compelling reasons for authorizing such payment.

(b) Entitlement to return travel expenses shall cease if travel has not commenced within six months after the date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to return travel expenses, his or her entitlement shall not cease until six months after the date of separation of the other spouse.

Rule 107.5

ELIGIBLE FAMILY MEMBERS

(a) Eligible family members, for the purposes of official travel, shall be deemed to comprise a spouse and those children recognized as dependent under rule 103.24 (b). In addition, those children in respect of whom an education grant is payable, even though they are no longer recognized as dependent under staff rule 103.24 (b), shall be eligible for education grant travel.

(b) The Secretary-General may authorize payment of the travel expenses of a child for one trip either to the staff member's duty station or to his or her home country beyond the age when the dependency status of the child would otherwise cease under the relevant Staff Regulations and Staff Rules, either within one year or upon completion of the child's continuous full-time attendance at a university, when the attendance at the university commenced during the period of recognized dependency status.

(c) Notwithstanding rule 107.2 (a) (v) or rule 107.3, the Secretary-General may also authorize payment of the travel expenses for repatriation purposes of a former spouse.

Rule 107.6

AUTHORITY FOR TRAVEL

Before travel is undertaken it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

Rule 107.7

TRAVEL EXPENSES

(a) Travel expenses which shall be paid or reimbursed by the United Nations under the relevant provisions of these rules shall include:

- (i) Transportation expenses (i.e., carrier fare);
- (ii) Terminal expenses;
- (iii) Transit expenses;
- (iv) Travel subsistence allowance;
- (v) Necessary additional expenses incurred during travel.

(b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 107.8

ROUTE, MODE AND STANDARD OF TRANSPORTATION

(a) Official travel shall, in all instances, be by a route, mode and standard of transportation approved in advance by the Secretary-General.

(b) Travel expenses or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

Rule 107.9

ROUTE AND MODE OF TRAVEL

(a) The normal route for all official travel shall be the most direct and economical route. An alternative route may be approved when, in the opinion of the Secretary-General, it is in the best interest of the United Nations.

(b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Secretary-General, its use is in the best interests of the United Nations.

(c) If a staff member or family member travels by a more economical mode of transportation than the approved mode, the United Nations shall pay only for the mode of transportation actually used.

Rule 107.10

STANDARD OF ACCOMMODATION

(a) For all official travel by air, staff members and their eligible family members shall be provided with economy class accommodation or its equivalent, except that Under-Secretaries-General, Assistant Secretaries-General and their family members, other than on travel in connection with an education grant under rule 103.20, shall be provided with first class accommodation when the duration of a particular flight exceeds nine hours (by the most direct and economical route), including scheduled stops for such purposes as change of planes or refuelling, but excluding travel time to and from airports.

(b) The air travel accommodation under paragraph (a) above shall be provided at the most economical rate appropriate. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.

(c) For all official travel by sea approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with the standard of accommodation which is, in the opinion of the Secretary-General, appropriate to the circumstances of the case.

(d) For all official travel by train approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with regular first class or equivalent accommodation, including sleeper and other facilities, as appropriate.

(e) A higher standard of accommodation may be approved when, in the opinion of the Secretary-General, special circumstances warrant it.

(f) If a staff member or family member travels by more economical accommodations than the approved standard, the United Nations shall only pay for accommodations actually used at the rate paid by the traveller.

Rule 107.11

TRAVEL BY AUTOMOBILE

(a) Staff members who are authorized to travel by automobile shall be reimbursed by the United Nations at rates and under conditions established by the Secretary-General on the basis of operating costs in the area in which the travel is undertaken and an appropriate minimum distance for the calculation of the daily subsistence allowance.

(b) Reimbursement for travel within a radius of 35 miles of the official duty station shall be based on actual mileage, and for travel beyond a 35-mile radius, on the mileage as shown on official road guides. Commutation between residence and place of business shall not be reimbursable.

(c) The mileage rate established by the Secretary-General shall be payable to only one of two or more persons travelling together on the same trip and in the same automobile.

(d) The total of mileage rate reimbursement and travel subsistence allowance which a staff member may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he or she would have been entitled had the staff member and eligible family members travelled by the most economical route.

Rule 107.12

PURCHASE OF TICKETS

(a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the staff member.

(b) When a staff member requests a standard of accommodation in excess of his or her entitlement under rule 107.10 or is authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under rule 107.9, the staff member shall be required to reimburse the United Nations for any additional costs thus incurred before the United Nations provides him or her with the necessary tickets.

Rule 107.13

TERMINAL EXPENSES

(a) For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling up to \$12 in respect of himself or herself and up to \$4 in respect of each family member authorized to travel at United Nations expense. No expenses shall be reimbursable in respect of an intermediate stop

- (i) Which is not authorized;
- (ii) Which does not involve leaving the terminal; or
- (iii) Which is exclusively for the purpose of making an onward connection.

Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under rule 107.19 (iii).

(b) (Cancelled)

(c) (Cancelled)

Rule 107.14

EXPENSES WHILE IN TRANSIT

(a) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowances that would have been payable in respect of the travel if the travel had been by air.

(b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in rules 107.15 through 107.18, and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 107.15

TRAVEL SUBSISTENCE ALLOWANCE

(a) Except as provided in rule 107.14 (a) and in paragraph (h) below, a staff member authorized to travel at United Nations expense shall receive an appropriate daily subsistence allowance in accordance with a schedule of rates established from time to time. Such established rates shall be subject to rule 107.16 and to reductions in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) The Secretary-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his or her level.

(c) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities and other payments made for personal services rendered. Except as provided in rule 107.19, any expenditures incurred in excess of the allowance shall be borne by the staff member.

(d) Except as provided in rule 107.14 (a) and in paragraph (h) below, when the spouse or dependent children of a staff member are authorized to travel at United Nations expense, the staff member shall be paid an additional travel subsistence allowance in respect of each of them at half the rate applicable to the staff member.

(e) Except for leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is in travel status on official business, travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It shall not, in any event, be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his or her official duty station.

(f) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one third of the appropriate daily rate shall be paid.

(g) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connection with travel on home leave.

(h) No travel subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made on such travel under conditions

established by the Secretary-General. Where travel at United Nations expense is authorized for medical, security or other reasons under rule 107.1 (a) (vii) or 107.2 (a) (vii), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

Rule 107.16

SPECIAL RATES OF TRAVEL SUBSISTENCE ALLOWANCE

In the event of staff members being assigned to conferences or for other extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance.

Rule 107.17

(Cancelled)

Rule 107.18

COMPUTATION OF THE TRAVEL SUBSISTENCE ALLOWANCE

(a) Except during travel by sea, subsistence allowance shall be paid to a staff member, at the rates and under the conditions prescribed in rule 107.15 for each calendar day or fraction thereof involving an overnight stay away from his or her residence, during which the staff member or his or her family members are in official travel status, provided that for a journey of 24 hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than 10 hours, and 40 per cent of the allowance shall be paid for a journey of 10 hours or more.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

(c) If more than one rate should apply during the course of any one day, the rate applicable to the major portion of the day shall be paid for the entire day. If the traveller completes his or her travel on the same day as he or she commenced it, the rate applicable for the area of the destination shall be paid for that day.

(d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually leaves or arrives at its regular terminal.

Rule 107.19

MISCELLANEOUS TRAVEL EXPENSES

Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of \$6.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

- (i) Hire of local transportation other than that provided for under rule 107.13;
- (ii) Telephone, telegraph, radio and cable messages of official business;
- (iii) Transfer of authorized baggage by railway express or other appropriate agency;
- (iv) Hire of room for official use;
- (v) Stenographic or typewriting services or rental of typewriters in connection with the preparation of official reports or correspondence;
- (vi) Transportation or storage of baggage or property used on official business.

Rule 107.20

INSTALLATION

(a) Subject to the conditions set forth hereunder and except for mission service, a staff member shall be paid, in respect of himself or herself and his or her eligible family members, an installation grant when the staff member travels at United Nations expense to a new duty station on an assignment expected to be of at least one year's duration. Such payment shall be the total compensation payable by the United Nations towards the initial extraordinary living costs incurred by the staff member and his or her eligible family members immediately following their arrival at the duty station.

(b) The amount of the installation grant shall be the equivalent of 30 days of subsistence allowance at the appropriate daily rate applicable under

subparagraph (c) (i) below in respect of a staff member and at one half that rate in respect of a family member for whom travel expenses have been paid by the United Nations. This amount shall be calculated on the basis of the rate prevailing on the date of the staff member's or the family member's arrival, as appropriate.

- (c) (i) The Secretary-General may establish special rates of subsistence allowance for purposes of installation grant for specific categories of staff at the various duty stations and publish such rates by administrative instruction or by other appropriate means. Where such special rates have not been established, the travel subsistence allowance rates established under rule 107.15 shall be used in computing the installation grant.
- (ii) Under conditions established by the Secretary-General, the limit of 30 days provided in paragraph (b) above may be extended up to a maximum of 90 days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate rate applicable to the initial period.
- (iii) In addition to any amount of grant paid at the daily rates under this rule, the payment of a lump sum may be authorized at designated duty stations under conditions established by the Secretary-General. The lump sum shall be \$600 for the staff member and \$600 for each eligible family member who joins the staff member at the duty station, up to a maximum of \$2,400.

(d) If a change of official duty station represents a return to a place at which the staff member was previously stationed, the full amount of installation grant shall not be payable unless the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant which the completed months of absence bear to one year.

(e) Where both husband and wife are staff members travelling at United Nations expense to a duty station, installation grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, installation grant in respect of such child or children will be paid to the staff member on whom each child is recognized to be dependent. With regard to the lump sum provided for in (c) (iii) above, the amount payable to both spouses jointly shall not exceed the maximum of \$1,200.

(f) Installation grant shall not be payable in connection with education grant travel.

(g) The Secretary-General may, in appropriate cases, authorize payment of all or part of the installation grant where the United Nations has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under rule 104.7.

Rule 107.21

EXCESS BAGGAGE AND UNACCOMPANIED SHIPMENTS

(a) For the purposes of these rules "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies, and "personal effects and household goods" shall be as defined in rule 107.27 (d) (ii).

(b) Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.

(c) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he or she obtains a statement from the company making the charges that the baggage was considered as excess.

(d) Charges for excess baggage by air, other than those authorized under paragraph (b) above, shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

(e) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave, family visit or education grant may be reimbursed as follows:

- (i) Up to a maximum of 50 kg (110 lb) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kg of accompanied excess baggage or its equivalent as established by the Secretary-General;
- (ii) For travel on education grant in regard to the first outward journey to, or the final return journey from, an educational institution up to a maximum of 200 kg (440 lb) or 1.24 cubic metres (44 cubic feet) by surface means in respect of each journey.

(f) On travel on appointment or assignment for one year or more, on transfer or on separation from service in the case of an appointment for one year or more, where no entitlement to removal costs exists under rule 107.27, a staff member shall be paid expenses incurred in transporting personal effects and household goods by the most economical means, as determined by the

Secretary-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 1,000 kg (2,200 lb) or 6.23 cubic metres (220 cubic feet) for the staff member,
- (ii) 500 kg (1,100 lb) or 3.11 cubic metres (110 cubic feet) for the first family member, and
- (iii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for each additional family member

authorized to travel at the expense of the Organization.

(g) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the staff member or his or her family members. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments under paragraphs (e) (ii), (f), (h) and (i) will be reimbursed within the limits of authorized weight or volume but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(h) On travel on appointment, assignment, transfer or separation from service, where entitlement to removal costs does exist under rule 107.27, a staff member shall be paid expenses incurred in transporting a reasonable amount of personal effects and household goods, as an advanced removal shipment, by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) 450 kg (990 lb) or 2.80 cubic metres (99 cubic feet) for the staff member,
- (ii) 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for the first family member, and
- (iii) 150 kg (330 lb) or 0.93 cubic metres (33 cubic feet) for each additional family member

authorized to travel at the expense of the Organization. The weight or volume of any shipment under this paragraph shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph (d) of rule 107.27.

(i) On travel on appointment or assignment for less than one year or on separation from service in the case of an appointment for less than one year, a staff member may be authorized to ship personal effects at United Nations expense by the most economical means, up to a maximum of 100 kg (220 lb) or 0.62 cubic metres (22 cubic feet), including the weight or volume of packing

but excluding crating and lift vans. Where the appointment or assignment is extended for a total period of one year or more, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlements established in paragraph (f) above.

(j) Where surface shipment under paragraphs (e) (ii), (f), (h) or (i) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:

- (i) When a staff member elects to convert the whole surface entitlement to air freight; or
- (ii) When, in the opinion of the Secretary-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

However, for shipments under paragraph (f) above, a portion of the surface entitlement up to 10 per cent thereof may be converted to air freight, on the basis of the full weight or volume, except in case of separation from service or on appointment, assignment or transfer to a duty station in a city where the headquarters of the United Nations, a specialized agency, or the International Atomic Energy Agency is located. If the entitlement is under paragraph (h) above, twice the weight or volume of the air freight shipment shall be deducted from the staff member's entitlement under rule 107.27.

(k) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave, family visit or education grant under paragraph (e) (i) above to air freight on the basis of the one-half rule. No costs for packing, crating, unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments.

(l) Notwithstanding the one-half rule laid down in paragraphs (j) and (k) above, conversion to air freight on the basis of the full weight or volume may be authorized in the following cases:

- (i) Where the cost of air freight is lower than surface shipment;
- (ii) Where there is an extraordinary risk of damage to, or loss of, the shipment in transit; or
- (iii) Where an excessive shipping delay is expected, particularly for shipment to land-locked countries.

However, for surface shipments under paragraph (e), conversion on the basis of the full weight or volume may be authorized only in the cases indicated in subparagraphs (i) and (ii) above.

Rule 107.22

INSURANCE

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of loss or damage to accompanied personal baggage, in accordance with such arrangements as may be in force under rule 106.5.

(b) In the case of unaccompanied shipments authorized under rule 107.21, except on home leave, family visit or education grant travel, insurance coverage will be provided by the Organization up to a maximum of:

- (i) \$8,000 for the staff member,
- (ii) \$4,000 for the first family member, and
- (iii) \$2,400 for each additional family member.

Such insurance coverage shall not include articles of special value for which special premium rates are charged. The United Nations will not be responsible for loss or damage of unaccompanied baggage. When the unaccompanied shipment is in accordance with the entitlement for advance removal shipment authorized under rule 107.21 (h), the amount of the insurance coverage shall be deducted from the overall insurance entitlement authorized for removal shipments under paragraph (c) below.

(c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special rates of premium are charged) under rule 107.27 shall be reimbursed, up to a maximum valuation of \$40,000 for a staff member without a spouse or dependent child and \$65,000 for a staff member with a spouse or dependent child residing at the official duty station. The United Nations shall in no case be responsible for loss or damage.

(d) In the case of unaccompanied shipments under rules 107.21 and 107.27, the staff member shall furnish the Organization, prior to shipment, with an itemized inventory in duplicate of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments.

Rule 107.23

TRAVEL ADVANCES

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable

travel expenses may be made to a staff member or his or her family members for expenses authorized under these rules. An advance of funds shall be considered reasonable if not less than \$50.00 or more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, the staff member has earned in subsistence allowance an amount equal to the amount advanced, the staff member may be advanced the balance of the estimated reimbursable expenditures.

Rule 107.24

ILLNESS OR ACCIDENT DURING TRAVEL

The United Nations shall pay or reimburse reasonable hospital and medical expenses, in so far as these are not covered by other arrangements, which may be incurred by staff members who become ill or are injured while in travel status on official business.

Rule 107.25

REIMBURSEMENT OF TRAVEL EXPENSES

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these rules.

Rule 107.26

TRANSPORTATION OF DECEDENTS

Upon the death of a staff member or of his or her spouse or dependent child, the United Nations shall pay the expenses of transportation of the body from the official duty station or, in the event of death having occurred whilst in travel status, from the place of death, to a place to which the deceased was entitled to return transportation under rule 107.1 or 107.2. These expenses shall include reasonable costs for preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

Rule 107.27

REMOVAL COSTS

(a) Subject to the provisions of rule 103.22 on assignment allowance, when an internationally recruited staff member is to serve at an established office for a continuous period which is expected to be two years or longer, the

Secretary-General shall decide whether to pay an assignment allowance under rule 103.22 or to pay costs for the removal of the staff member's personal effects and household goods under the following circumstances:

- (i) On initial appointment for a period of two years or longer;
- (ii) Upon completion of two years of continuous service;
- (iii) On change of duty station to an established office, provided that the staff member is expected to serve at the new duty station for a period of two years or longer and that, in exceptional cases where the expected period of service is one year or more but less than two years, the Secretary-General may authorize payment of removal costs under this rule in lieu of assignment allowance under rule 103.22;
- (iv) Upon separation from service, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.

(b) Under subparagraphs (a) (i) and (ii) above, the United Nations shall pay the expenses of removing a staff member's personal effects and household goods either from the place of recruitment or from the place recognized as his or her home for purposes of home leave under rule 105.3, provided that the effects and goods were in the staff member's possession at the time of appointment and are being transported for his or her own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as the Secretary-General deems appropriate. No expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another at the duty station.

(c) Under subparagraph (a) (iv) above, the United Nations shall pay the expenses of removing a staff member's personal effects and household goods from the official duty station to any one place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1 or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as the Secretary-General deems appropriate, provided that the effects and goods were in the staff member's possession at the time of separation from service and are being transported for his or her own use.

(d) Payment by the United Nations of removal expenses shall be subject to the following considerations:

- (i) The maximum weight and volume for which entitlement to removal at United Nations expense exists shall be 4,890 kg (10,800 lb.) or 30.58 cubic metres (1,080 cubic feet), including the weight or volume of packing but excluding crating and lift vans, for a staff member without a spouse or dependent child and 8,150 kg (18,000 lb.) or 50.97 cubic metres (1,800 cubic feet) for a staff member with a spouse

or dependent child residing at the official duty station. Higher maxima may be authorized if the staff member presents convincing evidence that his or her normal and necessary personal effects and household goods to be removed exceed those limits;

- (ii) For the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use provided that animals, boats, automobiles, motor cycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods;
- (iii) Shipments under this rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the authorized weight or volume will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;
- (iv) Transportation of personal effects and household goods shall be by the most economical means, as determined by the Secretary-General, taking into account costs allowable under subparagraph (d) (iii) above;
- (v) In addition to the removal expenses under this rule, the cost of transporting a privately owned automobile to a duty station may be partially reimbursed under conditions established by the Secretary-General, provided that the duty station to which the automobile is transported is one of the duty stations designated for that purpose and that the assignment of the staff member to the duty station is expected to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more.

(e) Removal costs shall not be payable under this rule in the case of mission service.

(f) Where both husband and wife are staff members and each is entitled to removal of personal effects and household goods or to unaccompanied shipment under rule 107.21 (f), the maximum weight or volume that may be removed at United Nations expense for both of them shall be that provided for a staff member with a spouse or dependent child residing at the official duty station.

(g) When an internationally recruited staff member is assigned to a duty station where an assignment allowance, rather than payment of removal costs, is authorized, the United Nations shall pay the costs for the storage of personal effects and household goods and other pertinent charges, including the cost of insurance up to a maximum of \$40,000 for a staff member without a spouse or

dependent child and \$65,000 for a staff member with a spouse or dependent child, provided that:

- (i) The staff member is assigned from a duty station to which he or she enjoyed removal entitlement under paragraph (a) above or would have enjoyed such entitlement had the staff member been recruited from outside the area of the duty station;
- (ii) The staff member is expected to return to the same duty station within five years;
- (iii) The quantity of personal effects and household goods stored does not exceed the difference between the maximum allowance under paragraph (d) above and the amount actually shipped under rule 107.21. The maximum insurance value shall be reduced accordingly.

Storage charges shall not be paid beyond the five-year period following the date of the assignment. However, where a staff member's assignment is extended beyond the initial period of five years at a duty station for a period of up to two years at the same duty station in accordance with staff rule 103.22 (b), storage charges may continue to be paid for the period of such extension. Storage charges shall not be paid in the case of mission or other assignments not involving a change of official duty station.

Rule 107.28

LOSS OF ENTITLEMENT TO UNACCOMPANIED SHIPMENT OR REMOVAL EXPENSES

(a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses under rule 107.27 above.

(b) Entitlement to removal expenses under rule 107.27 (a) (i), (ii) and (iii) shall normally cease if removal has not commenced within two years after the date on which the staff member became entitled to removal expenses or if the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.

(c) Upon separation from service, entitlement to unaccompanied shipment expenses under rule 107.21 (f) and (i) or removal expenses under rule 107.27 shall cease if the shipment or removal has not commenced within six months or one year, respectively, after the date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to unaccompanied shipment or removal expenses, his or her entitlement shall not cease until six months or one year, as the case may be, after the date of separation of the other spouse.

Article VIII

STAFF RELATIONS

REGULATION 8.1: (a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies.

(b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in paragraph 8.1 (a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General.

(c) (Cancelled)

REGULATION 8.2: The Secretary-General shall establish joint staff-management machinery at both local and Secretariat-wide levels to advise him regarding personnel policies and general questions of staff welfare as provided in regulation 8.1.

Chapter VIII

STAFF RELATIONS

Rule 108.1

STAFF REPRESENTATIVE BODIES

Definition. The term "staff representative bodies", as used in chapter VIII of the Staff Rules, shall be deemed to include staff councils, as referred to in other chapters of the Rules, as well as other corresponding staff representative bodies established in accordance with staff regulation 8.1 (b).

(a) Staff representative bodies shall be established at the following duty stations: Addis Ababa, Baghdad, Bangkok, Geneva, Jerusalem, Nairobi, New York, Santiago and Vienna. Staff representative bodies may also be established at other duty stations, each of which may affiliate with a staff representative body at one of the duty stations specified above. Staff members serving in duty stations where no staff representative body exists may decide to be represented through a staff representative body at one of the specified duty stations.

(b) Each member of the staff may participate in elections to a staff representative body, and all staff serving at a duty station where a staff representative body exists shall be eligible for election to it, subject to any exceptions as may be provided in the electoral regulations drawn up by the staff representative body concerned and meeting the requirements of regulation 8.1 (b).

(c) Polling officers selected by the staff shall conduct the election of the members of each staff representative body, on the basis of the electoral regulations of the staff representative body concerned, in such a way as to ensure the complete secrecy and fairness of the vote. The polling officers shall also conduct other elections of staff members as required by the Staff Regulations or Rules.

(d) The staff representative bodies shall be entitled to effective participation through their duly elected executive committees, in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies, and shall be entitled to make proposals to the Secretary-General on behalf of the staff.

(e) In accordance with the principle of freedom of association, staff members may form and join associations, unions or other groupings. However, formal contact and communication on the matters referred to in paragraph (d) shall be conducted at each duty station through the executive committee of the staff representative body, which shall be the sole and exclusive representative body for such purpose.

(f) General administrative instructions or directives on questions within the scope of paragraph (d) shall be transmitted in advance, unless emergency situations make this impracticable, to the executive committees of the staff representative bodies concerned for consideration and comment before being placed in effect.

Rule 108.2

JOINT STAFF-MANAGEMENT MACHINERY

(a) The joint staff-management machinery provided for in regulation 8.2 shall consist of:

- (i) Joint advisory committees or corresponding staff-management bodies, at designated duty stations, normally composed of not less than three and not more than seven staff representatives and an equal number of representatives of the Secretary-General;
- (ii) A Secretariat-wide joint staff-management body composed of equal numbers of representatives of the staff and of representatives of the Secretary-General.

(b) The President of the staff-management bodies referred to in paragraph (a) above shall be selected by the Secretary-General from a list proposed by the staff representatives.

(c) Instructions or directives embodying recommendations made by the bodies referred to in paragraph (a) above shall, if made with the concurrence of the staff representatives, be regarded as having satisfied the requirements of rule 108.1 (d) and (f).

(d) The joint staff-management bodies referred to in paragraph (a) shall establish their own rules and procedures.

(e) The Secretary-General shall designate secretaries of the joint staff-management bodies referred to in paragraph (a) and shall arrange for such services as may be necessary for their proper functioning.

Article IX

SEPARATION FROM SERVICE

REGULATION 9.1: (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

- (i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;*
- (ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment.*

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment, if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

(b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above or for such other reason as may be specified in the letter of appointment.

(c) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may, at any time, terminate the appointment if, in his opinion, such action would be in the interest of the United Nations.

REGULATION 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

REGULATION 9.3: (a) If the Secretary-General terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in annex III to the present regulations.

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

REGULATION 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in annex IV to the present regulations.

REGULATION 9.5: Staff members shall not be retained in active service beyond the age of 60 years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

Chapter IX

SEPARATION FROM SERVICE

Rule 109.1

SPECIAL ADVISORY BOARD, DEFINITION OF TERMINATION, AND ABOLITION OF POSTS AND REDUCTION OF STAFF

(a) *Special Advisory Board*

The Special Advisory Board under staff regulation 9.1 (a) shall be composed of a Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice and of four members appointed by the Secretary-General in agreement with the Staff Council.

(b) *Definition of termination*

A termination within the meaning of the Staff Regulations is a separation from service initiated by the Secretary-General, other than retirement at the age of 60 years or more or summary dismissal for serious misconduct.

(c) *Abolition of posts and reduction of staff*

- (i) Except as otherwise expressly provided in paragraph (b) below, if the necessities of the service require abolition of a post or reduction of the staff, and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with permanent or regular appointments shall be retained in preference to those on all other types of appointments, and staff members with probationary appointments shall be retained in preference to those on fixed-term or indefinite appointments, provided that due regard shall be had in all cases to relative competence, to integrity and to length of service. Due regard shall also be had to nationality in the case of staff members with not more than five years of service and in the case of staff members who have changed their nationality within the preceding five years when the suitable posts available are subject to the principle of geographical distribution.
- (ii) (a) The provisions of paragraph (i) above in so far as they relate to locally recruited staff members shall be deemed to have been satisfied if such locally recruited staff members have received consideration for suitable posts available at their duty stations.

- (b) Staff members specifically recruited for service with a subsidiary organ of the United Nations which enjoys a special status in matters of appointment under a resolution of the General Assembly or as a result of an agreement entered into by the Secretary-General, such as the United Nations Children's Fund, the United Nations Development Programme, the United Nations Environment Programme, the United Nations Institute for Training and Research or the United Nations University, have no entitlement under this rule for consideration for posts outside the organ for which they were recruited.

Rule 109.2

RESIGNATION

(a) A resignation, within the meaning of the Staff Regulations, is a separation initiated by a staff member.

(b) Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by staff members having permanent appointments and 30 days' written notice of resignation by those having temporary appointments. The Secretary-General, however, may accept resignations on shorter notice.

(c) The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

Rule 109.3

NOTICE OF TERMINATION

(a) A staff member whose permanent appointment is to be terminated shall be given not less than three months' written notice of such termination.

(b) A staff member whose temporary appointment is to be terminated shall be given not less than 30 days' written notice of such termination or such notice as may otherwise be stipulated in his or her letter of appointment.

(c) In lieu of these notice periods, the Secretary-General may authorize compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

Rule 109.4

TERMINATION INDEMNITY

(a) Payment of termination indemnity under staff regulation 9.3 and annex III to the Staff Regulations shall be calculated:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay, but full months of any such periods exceeding one calendar month shall not be credited as service for indemnity purposes; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(c) Termination indemnity shall not be paid to any staff member who, upon separation from service, will receive a retirement benefit under Article 29 of the United Nations Joint Staff Pension Fund Regulations or compensation for total disability under rule 106.4.

Rule 109.5

REPATRIATION GRANT

Payment of repatriation grants under regulation 9.4 and annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

(a) "Obligation to repatriate", as used in annex IV to the Staff Regulations, shall mean the obligation to return a staff member and his or her spouse and dependent children, upon separation, at the expense of the United Nations, to a place outside the country of his or her duty station.

(b) "Home country", as used in annex IV to the Staff Regulations, shall mean the country of home-leave entitlement under rule 105.3 or such other country as the Secretary-General may determine.

(c) Continuous service away from the staff member's home country shall, for the purposes of this rule, exclude service before 1 January 1951. If at any time the staff member was considered to have acquired permanent residence in the country of his or her duty station and subsequently changed from such status, the staff member's continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave without pay or in partial pay, but full months of any such periods shall not be credited as service for the purpose of calculating the amount of the grant payable; periods of less than one calendar month shall not affect the ordinary rates of accrual.

(d) Payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation away from the country of the last duty station. Evidence of relocation shall be constituted by documentary evidence that the former staff member has established residence in a country other than that of the last duty station.

(e) Entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the effective date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to repatriation grant, his or her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse.

(f) (Cancelled)

(g) Payment of the repatriation grant shall be calculated:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(h) Payment shall be at the rates specified in annex IV to the Staff Regulations.

(i) No payments shall be made to local recruits under rule 104.6 to a staff member who abandons his or her post or to any staff member who is residing at the time of separation in his or her home country while performing official duties. A staff member who, after service at a duty station outside his or her home country, has served at a duty station within that country may be paid on separation, subject to paragraph (d) above, a full or partial repatriation grant at the discretion of the Secretary-General.

(j) A dependent child, for the purpose of repatriation grant, shall mean a child recognized as dependent under rule 103.24 (b) at the time of the staff member's separation from service. The repatriation grant shall be paid at the rate for a staff member with a spouse or dependent child to eligible staff members regardless of the place of residence of the spouse or dependent child.

(k) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto, or, if eligible, at the rate applicable to a staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(l) Loss of entitlement to payment of return travel expenses under rule 107.4 shall not affect a staff member's eligibility for payment of the repatriation grant.

(m) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to return to their home country. If there is one such survivor, payment shall be made at the single rate; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

Rule 109.6

RETIREMENT

Retirement under article 29 of the United Nations Joint Staff Pension Fund Regulations shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.7

EXPIRATION OF FIXED-TERM APPOINTMENTS

(a) A temporary appointment for a fixed term shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

(b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.8

COMMUTATION OF ACCRUED ANNUAL LEAVE

If, upon separation from service, a staff member has accrued annual leave, the staff member shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 60 working days. The payment shall be calculated:

- (i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i),
- (ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any, and
- (iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

Rule 109.9

RESTITUTION OF ADVANCE ANNUAL AND SICK LEAVE

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued, shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to the staff member from the United Nations, equivalent to the remuneration received, including allowances and other payments, in

respect of the advance leave period. The Secretary-General may waive this requirement if in the opinion of the Secretary-General there are exceptional or compelling reasons for so doing.

Rule 109.10

LAST DAY FOR PAY PURPOSES

(a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

- (i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 109.2 or such other date as the Secretary-General accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods;
- (ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;
- (iii) Upon termination, the date shall be the date provided in the notice of termination;
- (iv) Upon retirement, the date shall be the date approved by the Secretary-General for retirement;
- (v) In the case of summary dismissal, the date shall be the date of dismissal;
- (vi) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

<i>Completed years of service in the Secretariat (as defined in rule 109.4)</i>	<i>Months of extension beyond date of death</i>
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the

Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). For staff in the Field Service category, the payment shall be calculated on the basis of the staff member's gross salary, adjusted by the movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any. For staff in the General Service and related categories, the payment shall be calculated on the basis of the staff member's pensionable remuneration, including language allowance and non-resident's allowance, if any, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone. All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a) (i), (ii) or (iii) above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).

Rule 109.11

CERTIFICATION OF SERVICE

Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and his or her official conduct.

Article X

DISCIPLINARY MEASURES

REGULATION 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

REGULATION 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

He may summarily dismiss a member of the staff for serious misconduct.

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Chapter X

DISCIPLINARY MEASURES

Rule 110.1

JOINT DISCIPLINARY COMMITTEE

A Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at the request of the Secretary-General in disciplinary cases involving staff members serving at Headquarters; comparable committees shall be established in the United Nations Office at Geneva, in UNIDO, Vienna, and at such other offices as may be designated by the Secretary-General.

Rule 110.2

COMPOSITION OF THE JOINT DISCIPLINARY COMMITTEE

(a) The Joint Disciplinary Committee at Headquarters shall consist of three members as follows:

- (i) A chairman, selected from a panel appointed biennially by the Secretary-General after consultation with the Staff Committee;
- (ii) One member appointed biennially by the Secretary-General;
- (iii) One member elected by the staff.

The staff shall elect biennially by ballot three staff members, one from each of the following groups:

- Group I — Staff below Associate Officer level or in corresponding salary levels;
- Group II — Staff in Associate Officer through Second Officer level or in corresponding salary levels;
- Group III — Staff in First Officer through Director level.

The member to sit on the Committee in any case shall be from the group to which the staff member concerned belongs.

(b) Alternate members shall be selected in the same manner as the members; an alternate member shall serve during the consideration of any case for which a member is unavailable or disqualified under paragraph (e) below, provided that alternate members elected by the staff shall serve in the order in which they received votes in such election.

(c) The members and alternate members of the Joint Disciplinary Committees shall be eligible for reappointment or re-election.

(d) A member may be removed from the panel of chairmen by the Secretary-General after consultation with the Staff Committee; the member and the alternate members appointed by the Secretary-General may be removed by the Secretary-General; the member and the alternate members elected by the staff may be removed by a two-thirds majority vote of the Staff Council.

(e) The Chairman of the Joint Disciplinary Committee, at the request of either party, may disqualify any member or alternate member from the consideration of a specific case, if in the opinion of the Secretary-General such action is warranted by the relation of such member or alternate member to the staff member whose case is to be considered. The Chairman may also excuse any member or alternate member from the consideration of a specific case.

Rule 110.3

DISCIPLINARY MEASURES

(a) Except in cases of summary dismissal, no staff member serving at any duty station where a Joint Disciplinary Committee has been established shall be subject to disciplinary measures until the matter has been referred for advice to the Joint Disciplinary Committee, provided that referral to the Joint Disciplinary Committee may be waived by mutual agreement of the staff member concerned and the Secretary-General.

(b) Disciplinary measures under the first paragraph of staff regulation 10.2 shall consist of written censure, suspension without pay, demotion or dismissal for misconduct, provided that suspension pending investigation under rule 110.4 shall not be considered a disciplinary measure.

(c) Written censure shall be authorized by the Secretary-General and shall be distinguished from reprimand of a staff member by a supervisory official. Such reprimand shall not be deemed to be a disciplinary measure within the meaning of this rule.

Rule 110.4

SUSPENSION PENDING INVESTIGATION

If a charge of misconduct is made against a staff member and the Secretary-General so decides, the staff member may be suspended from duty pending investigation. Such suspension shall be with pay unless, in exceptional circumstances, the Secretary-General decides that suspension without pay is

appropriate. The suspension shall be without prejudice to the rights of the staff member.

Rule 110.5

JOINT DISCIPLINARY COMMITTEE PROCEDURE

(a) In considering a case, the Joint Disciplinary Committee shall act with maximum dispatch. Normally, proceedings before the Committee shall be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. The Joint Disciplinary Committee shall make every effort to send its report to the Secretary-General within two weeks after being convened.

(b) The Joint Disciplinary Committee shall permit a staff member to arrange to have his or her case presented before it by any other staff member serving at the duty station where the Committee is established.

Article XI

APPEALS

REGULATION 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

REGULATION 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.



Chapter XI
JOINT APPEALS BOARDS

Rule 111.1

ESTABLISHMENT

(a) Joint Appeals Boards shall be established in New York, Geneva and Vienna to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

- (i) Chairpersons appointed by the Secretary-General from among a list presented by the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;
- (ii) Members appointed by the Secretary-General;
- (iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Board by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers, shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in this chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2

APPEALS

(a) A staff member wishing to appeal an administrative decision, pursuant to staff regulation 11.1, shall, as a first step, address a letter to the Secretary-General, requesting that the administrative decision be reviewed; such a letter must be sent within two months from the date the staff member received notification of the decision in writing. The Secretary-General, in reviewing the administrative decision in question, and with the consent of the staff member, may seek the assistance of a chairperson or member of the appropriate Joint Appeals Board, to be designated by its presiding officer, with a view to reaching a conciliatory conclusion of the matter; this procedure is without prejudice to the right of the staff member to pursue an appeal through the procedure specified in the present rule.

- (i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;
- (ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York, or elsewhere within two months, the staff member may appeal against the original administrative decision within one month of the expiration of the time-limit specified in this subparagraph for the Secretary-General's reply.

(b) Notwithstanding the provisions of paragraph (a) above, a staff member may appeal against a disciplinary action within one month from the time he or she received notification of the decision in writing.

(c) An appeal pursuant to paragraph (a) or (b) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

- (i) In respect of staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such a duty station, it shall be that Board;
- (ii) In respect of former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;
- (iii) In respect of all other staff members and of all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to

establish an appropriate *ad hoc* body. Such staff members or former staff members may meet the time-limits specified in subparagraph (a) (i) or (ii) or in paragraph (b) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

- (d) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:
- a. A panel chairperson from among the chairpersons of the Board;
 - b. A member selected from among those appointed by the Secretary-General;
 - c. A member selected from among those elected by the staff.
- (ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has served on the Joint Disciplinary Committee during consideration of a specific case or who has assisted the Secretary-General in a review procedure referred to in paragraph (a) shall serve on a panel established to consider an appeal relating to the same case.
- (iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel.
- (iv) Subject to the principles set out in subparagraphs (i)-(iii), the presiding officer of the Board shall fill any vacancies arising on a panel.

(e) An appeal shall not be receivable unless the time-limits specified in paragraph (a) or (b) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(f) The filing of an appeal with the Joint Appeals Board shall not have the effect of suspending action on the administrative decision that is the subject of the appeal. However, upon request of the staff member, the panel constituted for the appeal may, after summarily hearing both parties, recommend to the Secretary-General the suspension of action on that decision; the Secretary-General's decision on such a recommendation is not subject to any appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by another serving or retired staff member. The staff member may not, however, be represented before the panel by any other person.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. The chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and to the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter, as well as all recommendations that the panel considers appropriate. Votes on the recommendations shall be recorded and any member of the panel may have his or her dissenting opinion included in the report.

(o) Within one month after the panel has forwarded its report, the final decision on the appeal shall be taken by the Secretary-General and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Board is established, except if the appeal was against a disciplinary action or if the staff member objects.

(p) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the

panel, if the Secretary-General has not made a decision upon the report within a period of one month after the date on which the report was submitted to him.

Rule 111.3

(Cancelled)

Rule 111.4

(Cancelled)

Article XII

GENERAL PROVISIONS

REGULATION 12.1: These regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

REGULATION 12.2: Such staff rules and amendments as the Secretary-General may make to implement these regulations shall be provisional until the requirements of regulations 12.3 and 12.4 below have been met.

REGULATION 12.3: The full text of provisional staff rules and amendments shall be reported annually to the General Assembly. Should the Assembly find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the regulations, it may direct that the rule and/or amendment be withdrawn or modified.

REGULATION 12.4: The provisional rules and amendments reported by the Secretary-General, taking into account such modifications and/or deletions as may be directed by the General Assembly, shall enter into full force and effect on 1 January following the year in which the report is made to the Assembly.

REGULATION 12.5: Staff rules shall not give rise to acquired rights within the meaning of regulation 12.1 while they are provisional.

Chapter XII

GENERAL PROVISIONS

Rule 112.1

GENDER OF TERMS

In the French text of these rules reference to staff members in the masculine gender shall apply to staff members of both sexes, unless clearly inappropriate from the context.

Rule 112.2

AMENDMENT OF, AND EXCEPTIONS TO, STAFF RULES

(a) Subject to regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to the Staff Rules may be made by the Secretary-General, provided that such exception is not inconsistent with any staff regulation or other decision of the General Assembly and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of any other staff member or group of staff members.

Rule 112.3

FINANCIAL RESPONSIBILITY

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's negligence or of his or her having violated any regulation, rule or administrative instruction.

Rule 112.4

LIABILITY INSURANCE

In accordance with resolution 22 (1) (E) of the 31st plenary meeting of the General Assembly, staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars.

Rule 112.5

STAFF MEMBER'S BENEFICIARIES

(a) At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to the staff member's credit will be paid to his or her nominated beneficiary or beneficiaries, subject to application of the Staff Rules and of the Joint Staff Pension Fund Regulations. Such payment shall afford the United Nations a complete release from all further liability in respect of any sum so paid.

(c) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will, upon the staff member's death, be paid to his or her estate.

Rule 112.6

SERVICE AND CONDUCT REPORTS

In the salary levels below the Director (D-2) level, the service and conduct of a staff member shall be the subject of reports made from time to time by the staff member's supervisors. Such reports, which shall be shown to the staff member, shall form a part of his or her permanent cumulative record.

Rule 112.7

PROPRIETARY RIGHTS

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the United Nations.

Rule 112.8

EFFECTIVE DATE AND AUTHENTIC TEXTS OF RULES

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.3, 12.4 and 12.5, rules 101.1 through 112.8 as published in this revised edition (ST/SGB/Staff Rules/1/Rev.6) shall be effective 1 January 1984. The English and French texts of these rules are equally authoritative.

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. *The Administrator of the United Nations Development Programme, having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of \$US125,400 per year; the Director-General for Development and International Economic Co-operation shall receive a salary of \$US125,400 per year; an Under-Secretary-General shall receive a salary of \$US96,765 per year; and an Assistant Secretary-General shall receive a salary of \$US85,864 per year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances which are available to staff members generally.*

2. *The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to the Director-General for Development and International Economic Co-operation, to Under-Secretaries-General and Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum amount of such payments is to be determined in the programme budget by the General Assembly.*

3. *Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.*

4. *Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increment above step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.*

5. *The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Directors and, where offices are away from Headquarters, to their heads, to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The*

maximum total amount of such payments is to be determined in the annual budget by the General Assembly.

6. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to Technical Assistance experts.

7. The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.

8. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

9. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment. Their amounts shall be as shown in the present annex.

10. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

SALARY SCALES FOR PROFESSIONAL AND HIGHER CATEGORIES
showing annual gross and the net equivalent after application of staff assessment

(In US dollars) Effective 1 January 1981

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	
Under-Secretary-General															
USG Gross ..	96,765.00														
Net D ..	55,076.65														
Net S ..	50,011.58														
Assistant Secretary-General															
ASG Gross ..	85,864.00														
Net D ..	50,524.52														
Net S ..	46,042.46														
Director															
D-2 Gross ..	67,009.00	68,931.00	70,908.00	72,927.00											
Net D ..	42,172.19	43,051.95	43,941.60	44,850.15											
Net S ..	38,626.70	39,407.34	40,200.11	41,009.73											
Principal Officer															
D-1 Gross ..	55,919.00	57,732.00	59,531.00	61,342.00	63,193.00	64,998.00	66,755.00								
Net D ..	36,939.12	37,809.36	38,672.88	39,537.03	40,397.75	41,237.07	42,054.08								
Net S ..	33,997.58	34,768.10	35,532.68	36,297.57	37,058.33	37,800.18	38,522.31								
Senior Officer															
P-5 Gross ..	48,661.00	50,086.00	51,495.00	52,856.00	54,218.00	55,605.00	57,005.00	58,405.00	59,818.00	61,231.00					
Net D ..	33,318.33	34,041.00	34,745.50	35,426.00	36,107.00	36,788.40	37,460.40	38,132.40	38,810.64	39,485.42					
Net S ..	30,776.32	31,420.27	32,047.28	32,652.92	33,259.01	33,864.13	34,459.13	35,054.13	35,654.65	36,251.95					
First Officer															
P-4 Gross ..	38,167.00	39,398.00	40,630.00	41,862.00	43,101.00	44,367.00	45,627.00	46,887.00	48,211.00	49,547.00	50,884.00	52,173.00			
Net D ..	27,611.52	28,300.88	28,990.80	29,680.72	30,371.53	31,042.51	31,710.31	32,378.11	33,079.83	33,771.50	34,440.00	35,084.50			
Net S ..	25,671.67	26,288.40	26,905.63	27,522.87	28,140.88	28,740.96	29,338.20	29,935.44	30,563.02	31,180.42	31,775.38	32,348.99			
Second Officer															
P-3 Gross ..	30,518.00	31,589.00	32,648.00	33,713.00	34,814.00	35,939.00	37,055.00	38,157.00	39,202.00	40,237.00	41,282.00	42,315.00	43,375.00		
Net D ..	23,103.98	23,757.29	24,403.28	25,031.54	25,670.12	26,322.62	26,969.90	27,605.92	28,191.12	28,770.72	29,355.92	29,934.40	30,516.75		
Net S ..	21,600.46	22,192.72	22,778.35	23,345.90	23,921.73	24,510.10	25,093.77	25,666.66	26,190.21	26,708.74	27,232.29	27,749.82	28,270.75		
Associate Officer															
P-2 Gross ..	24,233.00	25,097.00	25,967.00	26,832.00	27,706.00	28,589.00	29,492.00	30,387.00	31,285.00	32,184.00	33,078.00				
Net D ..	19,194.79	19,739.11	20,287.21	20,832.16	21,382.78	21,927.29	22,478.12	23,024.07	23,571.85	24,120.24	24,663.24				
Net S ..	18,026.91	18,527.17	19,030.90	19,531.73	20,037.78	20,533.72	21,033.08	21,528.02	22,024.61	22,521.76	23,013.80				
Assistant Officer															
P-1 Gross ..	18,200.00	18,964.00	19,740.00	20,516.00	21,318.00	22,120.00	22,935.00	23,724.00	24,513.00	25,285.00					
Net D ..	15,166.00	15,693.16	16,228.60	16,748.56	17,277.88	17,807.20	18,345.10	18,865.84	19,371.19	19,857.55					
Net S ..	14,304.00	14,792.96	15,289.60	15,770.25	16,258.67	16,747.08	17,243.42	17,723.92	18,189.03	18,636.02					

D = Salary rates applicable to staff members with a dependent spouse or child.
 S = Salary rates applicable to staff members with no dependent spouse or child.

Schedules of post adjustments (amount per index point in US dollars)

Effective 1 January 1981

(i) Additions (where cost of living is higher than at the base)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG D	454.19												
S	412.04												
Assistant Secretary-General													
ASG D	416.77												
S	379.37												
Director													
D-2 D	347.25	354.80	362.31	369.82									
S	318.40	324.91	331.73	338.24									
Principal Officer													
D-1 D	315.32	320.80	325.96	331.42	336.61	342.16	347.44						
S	290.33	295.35	299.78	304.49	308.95	313.76	318.56						
Senior Officer													
P-5 D	289.79	294.25	298.49	302.78	307.64	311.64	316.55	321.16	325.73	330.02			
S	267.75	271.75	275.52	279.31	283.70	286.94	291.36	295.46	299.28	303.39			
First Officer													
P-4 D	242.89	248.36	253.86	259.02	265.11	269.72	274.34	278.97	283.81	289.93	295.70	301.26	
S	225.65	230.61	235.60	240.30	245.38	249.72	253.83	257.96	262.35	267.64	272.98	278.03	
Second Officer													
P-3 D	203.93	209.79	215.03	220.02	225.38	231.16	237.00	242.60	247.34	251.80	256.53	260.99	266.06
S	190.21	195.56	200.31	204.77	209.84	214.89	220.26	225.35	229.59	233.54	238.06	242.00	246.59
Associate Officer													
P-2 D	169.42	174.53	179.03	183.88	188.67	193.50	198.32	202.84	207.66	212.49	217.00	222.30	
S	159.05	163.32	167.60	171.92	176.50	180.81	185.11	189.40	193.72	198.00	202.30		
Assistant Officer													
P-1 D	135.08	139.65	144.18	148.74	153.30	157.84	162.69	166.66	170.94	175.22	179.94	184.03	
S	126.91	131.23	135.53	139.84	144.16	148.19	152.50	156.24	160.29	164.03			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Schedules of post adjustments (amount per index point in US dollars) (continued)
(ii) Deductions (where cost of living is lower than at the base)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG D	440.37												
S	399.50												
Assistant Secretary-General													
ASG D	404.19												
S	367.96												
Director													
D-2 D	336.77	344.05	351.33	358.70									
S	308.72	315.14	321.60	328.07									
Principal Officer													
D-1 D	295.35	302.25	309.15	316.05	322.93	329.55	335.97						
S	271.97	278.14	284.26	290.38	296.46	302.31	308.01						
Senior Officer													
P-5 D	266.47	272.23	277.83	283.20	288.66	293.97	299.38	304.74	310.15	315.51			
S	246.20	251.36	256.35	261.16	266.04	270.73	275.55	280.33	285.10	289.91			
First Officer													
P-4 D	220.88	226.40	231.92	237.44	242.97	248.25	253.49	258.73	264.23	269.79	275.29	280.54	
S	205.18	210.17	215.16	220.15	225.09	229.84	234.54	239.24	244.18	249.14	254.08	258.78	
Second Officer													
P-3 D	184.83	190.05	195.22	200.25	205.35	210.57	215.75	220.84	225.52	230.16	234.84	239.47	244.12
S	172.47	177.22	181.91	186.47	191.11	195.85	200.54	205.14	209.36	213.54	217.80	221.97	226.15
Associate Officer													
P-2 D	153.39	157.91	162.29	166.65	171.06	175.41	179.82	184.19	188.57	192.95	197.30		
S	143.80	147.88	151.92	155.88	159.93	163.89	167.90	171.91	175.88	179.86	183.83		
Assistant Officer													
P-1 D	121.27	125.47	129.72	133.94	138.15	142.36	146.67	150.74	154.85	158.85			
S	114.10	118.02	122.00	125.94	129.82	133.66	137.59	141.33	145.12	148.76			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Annex II

LETTERS OF APPOINTMENT

(a) *The letter of appointment shall state:*

- (i) *That the appointment is subject to the provisions of the Staff Regulations and the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;*
- (ii) *The nature of the appointment;*
- (iii) *The date at which the staff member is required to enter upon his duties;*
- (iv) *The period of appointment, the notice required to terminate it and period of probation, if any;*
- (v) *The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;*
- (vi) *Any special conditions which may be applicable.*

(b) *A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.*

Annex III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) *Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:*

Completed years of service	Permanent appointments	Temporary appointments which are not for a fixed term	Temporary appointments for a fixed term exceeding six months
<i>Months of gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment, where applicable¹ or</i>			
<i>Months of pensionable remuneration less staff assessment, where applicable²</i>			
<i>Less than 1 ...</i>	<i>Not applicable</i>	<i>Nil</i>	<i>One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay</i>
<i>1</i>	<i>Not applicable</i>	<i>1</i>	
<i>2</i>	<i>3</i>	<i>1</i>	
<i>3</i>	<i>3</i>	<i>2</i>	
<i>4</i>	<i>4</i>	<i>3</i>	
<i>5</i>	<i>5</i>	<i>4</i>	
<i>6</i>	<i>6</i>	<i>5</i>	
<i>7</i>	<i>7</i>	<i>6</i>	
<i>8</i>	<i>8</i>	<i>7</i>	
<i>9</i>	<i>9</i>	<i>9</i>	
<i>10</i>	<i>9.5</i>	<i>9.5</i>	
<i>11</i>	<i>10</i>	<i>10</i>	
<i>12</i>	<i>10.5</i>	<i>10.5</i>	
<i>13</i>	<i>11</i>	<i>11</i>	
<i>14</i>	<i>11.5</i>	<i>11.5</i>	
<i>15 or more ...</i>	<i>12</i>	<i>12</i>	

¹ *For staff in the Professional and higher categories and in the Field Service category.*

² *For staff in the General Service and related categories.*

(b) *A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of this annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.*

(c) *A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of this annex.*

(d) *No indemnity payments shall be made to:*

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment which is not for a fixed term and which is terminated during the first year of service;

A staff member who has a temporary appointment for a fixed term which is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons his post;

A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.

(e) *Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.*

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations, as follows:

<i>Years of continuous service away from home country</i>	<i>Staff member with a spouse or dependent child at time of separation</i>	<i>Staff member with neither a spouse nor a dependent child at time of separation</i>	
		<i>Professional and higher categories</i>	<i>General Service category</i>
<i>Weeks of gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment, where applicable¹ or</i>			
<i>Weeks of pensionable remuneration less staff assessment, where applicable²</i>			
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

¹ For staff in the Professional and higher categories and in the Field Service category.

² For staff in the General Service and related categories.

APPENDICES TO THE STAFF RULES

Appendix A

Pensionable remuneration for Professional and higher categories for purposes of pension benefits and pension contributions

(In US dollars)

Effective 1 October 1982

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG	132,858												
Assistant Secretary-General													
ASG	117,891												
Director													
D-2	92,003	94,642	97,357	100,129									
Principal Officer													
D-1	76,777	79,266	81,736	84,222	86,764	89,242	91,655						
Senior Officer													
P-5	66,811	68,768	70,703	72,571	74,441	76,346	78,268	80,190	82,130	84,070			
First Officer													
P-4	52,403	54,093	55,785	57,476	59,178	60,916	62,646	64,376	66,194	68,028	69,864	71,633	
Second Officer													
P-3	41,901	43,372	44,826	46,288	47,800	49,344	50,876	52,389	53,824	55,245	56,680	58,098	59,554
Associate Officer													
P-2	33,272	34,458	35,653	36,840	38,040	39,253	40,492	41,721	42,954	44,189	45,416		
Assistant Officer													
P-1	24,989	26,037	27,103	28,168	29,270	30,371	31,490	32,573	33,656	34,716			

Appendix A (continued)
Schedule of separation payments for Professional and higher categories showing gross salary adjusted by movements of the weighted average of post adjustments and net equivalent after application of staff assessment
 (In US dollars) Effective 1 January 1981

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG	114,047.00												
Net D	62,162.38												
Net S	56,146.96												
Assistant Secretary-General													
ASG	101,199.00												
Net D	56,894.72												
Net S	51,585.76												
Director													
D-2	78,976.00	81,241.00	83,572.00	85,952.00									
Net D	47,532.85	48,529.46	49,538.99	50,562.40									
Net S	43,395.98	44,281.61	45,173.81	46,075.84									
Principal Officer													
D-1	65,906.00	68,042.00	70,164.00	72,298.00	74,479.00	76,606.00	78,676.00						
Net D	41,659.36	42,652.32	43,606.84	44,567.34	45,548.62	46,490.02	47,400.84						
Net S	38,173.42	39,051.22	39,901.80	40,757.71	41,632.14	42,469.28	43,278.67						
Senior Officer													
P-5	57,351.00	59,031.00	60,691.00	62,296.00	63,901.00	65,536.00	67,186.00	68,836.00	70,501.00	72,166.00			
Net D	37,626.58	38,433.11	39,229.91	39,980.88	40,727.23	41,487.51	42,254.78	43,009.50	43,758.77	44,508.03			
Net S	34,606.26	35,320.38	36,025.88	36,689.87	37,349.54	38,021.54	38,699.71	39,369.51	40,037.19	40,704.86			
First Officer													
P-4	44,982.00	46,434.00	47,885.00	49,338.00	50,799.00	52,291.00	53,776.00	55,261.00	56,821.00	58,396.00	59,971.00	61,490.00	
Net D	31,368.98	32,138.28	32,907.57	33,667.16	34,397.74	35,143.63	35,886.15	36,623.44	37,372.26	38,128.28	38,884.30	39,606.01	
Net S	29,032.93	29,720.95	30,408.95	31,087.56	31,737.77	32,401.62	33,062.46	33,718.07	34,381.08	35,050.48	35,719.87	36,358.53	
Second Officer													
P-3	35,969.00	37,230.00	38,478.00	39,734.00	41,031.00	42,357.00	43,672.00	44,972.00	46,203.00	47,424.00	48,654.00	49,872.00	51,121.00
Net D	26,340.36	27,071.67	27,785.72	28,489.36	29,215.44	29,958.13	30,674.36	31,363.36	32,015.90	32,662.82	33,314.74	33,934.06	34,558.62
Net S	24,526.09	25,185.54	25,827.52	26,457.02	27,106.60	27,771.05	28,411.71	29,027.91	29,611.50	30,190.06	30,773.10	31,325.10	31,880.95
Associate Officer													
P-2	28,560.00	29,579.00	30,604.00	31,624.00	32,654.00	33,694.00	34,759.00	35,814.00	36,872.00	37,932.00	38,985.00		
Net D	21,910.02	22,531.71	23,156.80	23,779.02	24,407.51	25,021.10	25,638.50	26,250.44	26,864.05	27,478.84	28,069.83		
Net S	20,518.06	21,081.66	21,648.34	22,212.41	22,782.18	23,336.48	23,893.21	24,445.01	24,998.32	25,552.69	26,081.69		
Assistant Officer													
P-1	21,450.00	22,350.00	23,265.00	24,180.00	25,125.00	26,070.00	27,030.00	27,960.00	28,890.00	29,801.00			
Net D	17,365.35	17,959.35	18,563.27	19,161.77	19,757.13	20,352.50	20,957.31	21,543.23	22,111.33	22,666.81			
Net S	16,339.37	16,887.48	17,444.73	17,996.56	18,543.73	19,090.90	19,646.75	20,185.23	20,700.56	21,204.13			

D = Rate applicable to staff members with a dependent spouse or child.
 S = Rate applicable to staff members with no dependent spouse or child.

Appendix A (continued)
SALARY SCALES FOR FIELD SERVICE CATEGORY
showing annual gross and net after application of staff assessment
 (In US dollars) Effective 1 January 1981

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Principal Field Service Officer II													
FS-7	Gross	38,277	39,138	40,048	40,954	41,870	42,780	43,730	44,692	45,655			
	Net D	27,645	28,155	28,665	29,175	29,685	30,195	30,705	31,215	31,725			
	Net S	25,243	26,158	26,614	27,070	27,527	27,983	28,439	28,895	29,351			
Principal Field Service Officer I													
FS-6	Gross	30,118	30,897	31,675	32,454	33,245	34,083	35,702	36,521	37,340			
	Net D	22,860	23,335	23,810	24,285	24,760	25,235	25,710	26,185	26,660			
	Net S	21,379	21,810	22,240	22,671	23,101	23,529	23,958	24,386	24,814			
Senior Field Service Officer													
FS-5	Gross	24,368	24,979	25,590	26,202	26,813	27,424	28,036	28,667	29,290	30,561	31,192	31,823
	Net D	19,280	19,665	20,050	20,435	20,820	21,205	21,590	21,975	22,360	22,745	23,130	23,900
	Net S	18,105	18,459	18,813	19,167	19,521	19,874	20,228	20,577	20,926	21,275	21,624	21,973
Intermediate Field Service Officer													
FS-4	Gross	20,715	21,215	21,715	22,215	22,715	23,215	23,715	24,225	24,749	25,273	25,797	26,844
	Net D	16,880	17,210	17,540	17,870	18,200	18,530	18,860	19,190	19,520	19,850	20,180	20,840
	Net S	15,891	16,196	16,500	16,805	17,109	17,414	17,718	18,022	18,326	18,629	18,932	19,539
Junior Field Service Officer													
FS-3	Gross	17,742	18,170	18,597	19,025	19,452	19,880	20,307	20,768	21,215	21,662	22,109	22,556
	Net D	14,850	15,145	15,440	15,735	16,030	16,325	16,620	16,915	17,210	17,505	17,800	18,390
	Net S	14,011	14,285	14,558	14,832	15,105	15,379	15,643	15,924	16,196	16,468	16,740	17,013
Security Officer													
FS-2	Gross	15,416	15,715	16,017	16,387	16,757	17,126	17,496	17,865	18,235	18,604		
	Net D	13,150	13,405	13,660	13,915	14,170	14,425	14,680	14,935	15,190	15,445		
	Net S	12,425	12,666	12,907	13,144	13,380	13,617	13,853	14,090	14,326	14,563		
Messenger													
FS-1	Gross	13,693	13,962	14,232	14,502	14,771	15,041	15,311	15,580	15,850	16,148		
	Net D	11,680	11,910	12,140	12,370	12,600	12,830	13,060	13,290	13,520	13,750		
	Net S	11,037	11,253	11,471	11,689	11,905	12,123	12,341	12,557	12,775	12,991		

D = Applicable to staff members with a dependent spouse or child.
 S = Applicable to staff members with no dependent spouse or child.

Dependency allowances:

Dependent child ¹	\$ 700*
Secondary dependent	300

Language allowance (below level FS-6):

First additional language—\$642 per year net (to be included in pensionable remuneration)
Second additional language—\$321 per year net (to be included in pensionable remuneration)

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

¹ No allowance is payable for the first dependent child of a staff member without dependent spouse.
 * Effective as from 1 January 1983.

Appendix A (continued)
Pensionable remuneration for staff in the Field Service category
for purposes of pension benefits and pension contributions
 (In US dollars)

Effective 1 October 1982

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Principal Field Service Officer II													
FS-7	46,197	47,665	49,143	50,687	52,233	53,777	55,323	56,868	58,454	60,085			
Principal Field Service Officer I													
FS-6	36,136	37,381	38,627	39,872	41,117	42,384	43,691	45,000	46,306	47,613			
Senior Field Service Officer													
FS-5	28,951	29,942	30,932	31,922	32,913	33,903	34,892	35,927	36,965	38,002	39,040	40,077	41,116
Intermediate Field Service Officer													
FS-4	24,215	25,022	25,838	26,651	27,468	28,297	29,150	30,003	30,855	31,707	32,560	33,412	34,265
Junior Field Service Officer													
FS-3	20,765	21,443	22,130	22,816	23,502	24,190	24,893	25,613	26,328	27,045	27,761	28,503	29,250
Security Officer													
FS-2	18,222	18,812	19,402	19,990	20,580	21,178	21,793	22,405	23,020	23,634			
Messenger													
FS-1	16,173	16,621	17,071	17,526	18,050	18,574	19,098	19,622	20,147	20,671			

Appendix A (continued)
Schedule of separation payments for Field Service category showing gross salary adjusted by movements of the weighted average
of post adjustments and net equivalent after application of staff assessment
 (In US dollars) Effective 1 January 1981

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Principal Field Service Officer II													
FS-7	39,656	40,916	42,185	43,511	44,837	46,163	47,490	48,816	50,178	51,578			
Net D	28,445	29,151	29,862	30,589	31,292	31,994	32,698	33,400	34,087	34,787			
Net S	26,418	27,049	27,685	28,335	28,964	29,592	30,221	30,850	31,461	32,084			
Principal Field Service Officer I													
FS-6	31,019	32,088	33,158	34,226	35,295	36,383	37,505	38,628	39,750	40,872			
Net D	23,410	24,062	24,710	25,329	25,949	26,580	27,231	27,870	28,498	29,126			
Net S	21,878	22,469	23,056	23,614	24,173	24,742	25,329	25,903	26,465	27,027			
Senior Field Service Officer													
FS-5	24,852	25,703	26,553	27,402	28,253	29,103	29,952	30,840	31,731	32,622	33,512	34,403	35,294
Net D	19,585	20,121	20,656	21,191	21,722	22,241	22,759	23,300	23,844	24,387	24,915	25,432	25,949
Net S	18,385	18,878	19,370	19,862	20,348	20,818	21,287	21,779	22,271	22,764	23,241	23,707	24,173
Intermediate Field Service Officer													
FS-4	20,787	21,479	22,179	22,878	23,579	24,291	25,023	25,755	26,487	27,218	27,950	28,682	29,414
Net D	16,927	17,384	17,846	18,307	18,770	19,231	19,692	20,154	20,615	21,075	21,536	21,984	22,431
Net S	15,935	16,357	16,783	17,209	17,636	18,060	18,484	18,908	19,332	19,755	20,179	20,585	20,990
Junior Field Service Officer													
FS-3	17,825	18,407	18,996	19,586	20,175	20,765	21,369	21,986	22,601	23,216	23,831	24,467	25,109
Net D	14,907	15,309	15,715	16,122	16,524	16,913	17,312	17,719	18,125	18,531	18,936	19,342	19,747
Net S	14,064	14,436	14,813	15,191	15,563	15,922	16,290	16,665	17,040	17,415	17,789	18,162	18,534
Security Officer													
FS-2	15,642	16,148	16,655	17,160	17,666	18,179	18,707	19,233	19,761	20,288			
Net D	13,343	13,750	14,100	14,448	14,798	15,152	15,516	15,879	16,243	16,598			
Net S	12,607	12,991	13,315	13,638	13,962	14,291	14,628	14,965	15,303	15,631			
Messenger													
FS-1	13,883	14,268	14,654	15,044	15,494	15,944	16,394	16,844	17,294	17,744			
Net D	11,842	12,171	12,500	12,833	13,216	13,600	13,920	14,230	14,541	14,851			
Net S	11,190	11,500	11,811	12,125	12,488	12,851	13,148	13,436	13,724	14,012			

D = Salary rates applicable to staff members with a dependent spouse or child.
 S = Salary rates applicable to staff members with no dependent spouse or child.

APPENDIX B

UNITED NATIONS OFFICE AT GENEVA

Hours of work

Pursuant to staff rule 101.2(b)

- (i) The normal working hours for the United Nations Office at Geneva shall be from 8.30 a.m. to 5.30 p.m., Monday through Friday, with an interruption of one hour for lunch.
- (ii) Exceptions may be made by the Director-General of the United Nations Office at Geneva as the needs of the service may require.

Official holidays

Pursuant to staff rule 101.3(b)

- (i) The following days are regarded as official holidays in the United Nations Office at Geneva:

New Year's Day
Good Friday
Easter Monday
Ascension Day
Whit Monday
Jefîne Genevois
The Friday following Jefîne Genevois
Christmas Day

- (ii) In addition to the above, the Director-General of the United Nations Office at Geneva shall designate a day each year during the Christmas season to be observed as a holiday. The date and the schedule to be observed will be announced by information circular.

UNITED NATIONS OFFICE AT GENEVA

Salary scales for General Service category showing annual gross and net after application of staff assessment

(in Swiss francs)

effective 1 February 1984

Level	Annual net increment	STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	
G.1	1 056	(G)	40 576	42 086	45 610	45 133	46 657	48 180	49 704	51 227	52 751	54 274	55 925
		(SA)	(8 179)	(8 653)	(9 144)	(9 628)	(10 116)	(10 603)	(11 091)	(11 578)	(12 066)	(12 610)	(13 168)
		(N)	32 397	33 433	34 469	35 505	36 541	37 577	38 613	39 649	40 685	41 721	42 757
G.2	1 119	(G)	44 360	46 005	47 651	48 296	50 942	52 587	54 238	56 010	57 731	59 453	61 174
		(SA)	(9 381)	(9 907)	(10 434)	(10 960)	(11 487)	(12 014)	(12 595)	(13 198)	(13 800)	(14 403)	(15 005)
		(N)	34 979	36 098	37 217	38 336	39 455	40 574	41 693	42 812	43 931	45 050	46 169
G.3	1 211	(G)	48 270	50 311	52 092	53 911	55 774	57 638	59 501	61 364	63 227	65 090	67 034
		(SA)	(10 715)	(11 285)	(11 855)	(12 425)	(13 115)	(13 768)	(14 420)	(15 072)	(15 724)	(16 376)	(17 109)
		(N)	37 815	39 026	40 237	41 448	42 659	43 870	45 081	46 292	47 503	48 714	49 925
G.4	1 327	(G)	53 061	56 092	59 044	60 085	62 127	64 168	66 255	68 395	70 535	72 676	74 816
		(SA)	(12 481)	(13 195)	(13 910)	(14 624)	(15 339)	(16 053)	(16 813)	(17 626)	(18 439)	(19 253)	(20 066)
		(N)	41 480	42 807	44 134	45 461	46 788	48 115	49 442	50 769	52 096	53 423	54 750
G.5	1 502	(G)	60 142	62 453	64 764	67 161	69 584	72 006	74 429	76 852	79 263	81 699	84 455
		(SA)	(14 644)	(15 453)	(16 262)	(17 157)	(18 078)	(18 998)	(19 919)	(20 840)	(21 849)	(22 953)	(23 937)
		(N)	45 498	47 000	48 502	50 004	51 506	53 008	54 510	56 012	57 514	59 016	60 518
G.6	1 701	(G)	67 252	69 995	72 739	75 482	78 226	81 148	84 028	86 911	89 794	92 677	95 620
		(SA)	(17 192)	(18 234)	(19 277)	(20 319)	(21 398)	(22 520)	(23 762)	(25 126)	(26 544)	(27 308)	(28 550)
		(N)	50 060	51 761	53 462	55 163	56 864	58 565	60 266	61 967	63 668	65 369	67 070
G.7	1 878	(G)	75 600	78 685	81 668	85 052	88 235	91 418	94 627	97 922	101 217	104 512	107 806
		(SA)	(20 364)	(21 571)	(22 876)	(24 182)	(25 487)	(26 792)	(28 123)	(29 540)	(30 957)	(32 374)	(33 790)
		(N)	55 236	57 114	58 992	60 870	62 748	64 626	66 504	68 382	70 260	72 138	74 016

Dependency benefits

- For a dependent spouse

- For each dependent child of a staff member

- Where there is no dependent spouse, for one dependent parent, dependent brother or sister

- If the staff member is without a spouse, the dependent benefit for the first dependent child

2,152 swiss francs net p.a.

2,432 swiss francs net p.a.

1,080 swiss francs net p.a.

4,050 swiss francs net p.a.

Increments: Salary increments within the above levels shall be awarded annually on the basis of satisfactory service.

Language allowances (to be included in pensionable remuneration):

- First additional language 2,182 swiss francs net p.a.

- Second additional language 1,091 swiss francs net p.a.

Appendix B (continued)

UNITED NATIONS OFFICE AT GENEVA

Conditions governing overtime and compensatory time off

(Effective 1 September 1966)

Pursuant to rule 103.12 (a), additional payment or compensatory time off shall be given in accordance with the following provisions to all regular General Service staff who are required to work in excess of their normal hours during any one working week.

General provisions

1. (a) Overtime as defined in (b) and (c) below means time worked over and above the full-time normal working week of 40 hours. The normal working week of 40 hours may be modified by the adoption of a shift or roster system, also of 40 hours, in which case the terms and provisions of (b) and (c) below will apply to the sixth and to the seventh day of the modified working week respectively, and the terms and provisions of paragraph 5 (d) below will apply.
- (b) Ordinary overtime is incurred when work is performed in excess of the normal working day of eight hours and before 9 p.m., or before 12 noon on the sixth day of the working week.
- (c) Special overtime is incurred when a staff member is required to work in excess of the normal working day of eight hours and after 9 p.m., after 12 noon on the sixth day of the working week or on the seventh day of the working week or on official holidays.
- (d) For the purpose of calculating overtime, the length of the full-time normal working week will be reduced by official holidays or by any other authorized absence from duty.

2. The need to incur overtime should always be of a transitory nature to meet urgent or unforeseen circumstances that make it imperative for staff to work beyond normal hours. Any incidence of recurring overtime will be brought to the attention of the Director of Administrative and Financial Services.

3. All overtime should be authorized in advance and subsequently certified by the Chief of the Division or Service concerned, or, in the case of ECE, by the Executive Officer, and in the case of UNHCR and of UNCTAD, by their respective Administrative Officers, who will record and report all overtime at monthly intervals.

4. In the interests of the health of the staff member and the efficiency of the service, supervisors will not require a staff member to work more than 40 hours of overtime during any one month, except where unusual exigencies of the service so require.

Calculation of overtime

5. (a) Overtime will be calculated on the basis of the amount by which the aggregate of hours worked during a week exceeds the hours of the normal working week.
- (b) In the recording of overtime by day, periods of less than a quarter of an hour will be disregarded. The total amount of overtime worked will be computed in hours and half-hours. Any fraction of a half-hour remaining will be disregarded.
- (c) Work on a staff member's national day is neither compensated nor subject to overtime pay. Overtime on a national day is calculated in the normal way.
- (d) Week-end premium will be paid to staff for whom the normal working week of 40 hours has been modified by the adoption of a shift or roster system, also of 40 hours. The rate and the conditions under which this premium will be paid are as follows:
 - (i) 50 per cent of the hourly base salary corresponding to the level and step of the staff member concerned;
 - (ii) The premium will be payable for any period of duty between Saturday 0700 hours and Monday 0700 hours;
 - (iii) The premium may be paid in addition to night differential, if applicable, but is not payable if the provisions of paragraph 1 above apply.

Compensation

6. Compensatory time off will be given for ordinary overtime on the basis of equal time off, and will be given for special overtime on the basis of double time off.

- (a) The first eight hours ordinary overtime in a month will be compensated by equal time off at the earliest date possible and will not be paid. All other ordinary overtime is paid.
- (b) Special overtime is paid.
- (c) Subject to the exigencies of the service, any overtime may be compensated for by time off at the request of the staff member and approval of the supervisor.

7. When a staff member has compensatory time to his or her credit, any absence from work, other than sick leave, official or national holidays, will be debited to compensatory time before annual leave is chargeable.

Rates

8. (a) Hourly rates are calculated for each staff member from the gross annual salary of his or her level and step plus non-resident allowance and language allowance(s), if any, less staff assessment.

- (b) Ordinary overtime will be paid on the basis of one-and-one-half³ times the hourly rate for the appropriate salary of the staff member concerned as defined in 8 (a) above.
- (c) Special overtime will be paid on the basis of twice the hourly rate⁴ for the appropriate salary of the staff member concerned, as defined in 8 (a) above.

Forms

9. Overtime will be reported on form F/15G/Rev.2 and will be completed by departmental administrative assistants and certified by the authorized certifying officer indicating on the form the account number to be charged. Forms will then be forwarded to the Payroll Section of the Finance Division on the fifth working day of the month in which payment is to be made.

Conditions governing night differential

Pursuant to rule 103.13:

1. A regular full-time staff member working a normal tour of duty shall, if assigned to a tour of duty any part of which falls between 7 p.m. and 8 a.m., be paid for work between such hours a night differential as follows:
 - (a) A staff member in the Professional and higher categories—10 per cent of base salary;
 - (b) A staff member in the General Service category—25 per cent of base salary;provided four hours of night work have been accomplished in a calendar week. Any hours when the staff member is on leave or in travel status will be excluded in the computation of the night differential.
2. Night differential will not be paid for the same work for which overtime payment or compensatory time off is allowed.
3. In computing night differential pay, the rate shall be reckoned to the nearest hour and work periods of less than one half-hour will not be considered.

Conditions governing local recruitment

(Effective 1 September 1978)

Pursuant to staff rules 104.6 and 104.7:

1. A locally recruited official shall be defined as an official in the General Service category who, at the time of the appointment, fulfils either of the following conditions:
 - (a) He or she is a Swiss national;

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(b) Irrespective of nationality he or she is resident within a radius of 25 kilometres from the Palais des Nations regardless of the duration of that residence.

2. Posts in the General Service category are normally restricted to local recruitment. A number of posts, for which, in the opinion of the Secretary-General, special skills are required may be open to non-local recruitment from the region of the duty station beyond the area of the duty station, provided always that the provisions of paragraph 1 (a) or (b) above are not applicable.
3. A staff member who has been locally recruited in accordance with the provisions of 1 above shall acquire non-local status if he or she becomes a member of the Professional category.
4. If an official has previously enjoyed non-local status during his or her employment with an international organization in the area of the duty station, the period of such employment shall not count as residence within a radius of 25 kilometres from the Palais des Nations.

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

Appendices B (UNHCR) containing special conditions of service for staff (other than short-term staff) of branch offices of the High Commissioner for Refugees are issued separately for each branch office concerned.

Appendix C

ARRANGEMENTS RELATING TO MILITARY SERVICE

(a) In accordance with section 18 (c) of the Convention on Privileges and Immunities of the United Nations, staff members who are nationals of those Member States which have acceded to that Convention shall be "immune from national service obligations" in the armed services of the country of their nationality.

(b) Any requests to Governments which have not acceded to the Convention to defer or exempt staff members from military service by reason of their employment with the United Nations shall be made by the Secretary-General and not by the staff member concerned.

(c) Staff members who have completed one year of satisfactory probationary service or who have a permanent or regular appointment may, if called by a Member Government for military service, whether for training or active duty, be placed on special leave without pay for the duration of their required military service. Other staff members, if called for military service, shall be separated from the Secretariat according to the terms of their appointments.

(d) A staff member called for military service who is placed on special leave without pay shall have the terms of appointment maintained as they were on the last day of service before the staff member went on leave without pay. The staff member's re-employment in the Secretariat shall be guaranteed, subject only to the normal rules governing necessary reductions in force or abolition of posts.

(e) In the interpretation of rule 109.1 (c), the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.

(f) A staff member on special leave without pay for military service shall be required to advise the Secretary-General within 90 days after release from military service, if the staff member wishes to be restored to active duty with the Secretariat. The staff member shall also be required to submit a certificate of completion of military service.

(g) If a staff member, after the period of required military service, elects to continue such service or if the staff member fails to obtain a certified release therefrom, the Secretary-General will determine, on the merits of the

particular case, whether further special leave without pay will be granted and whether re-employment rights shall be maintained.

(h) If the staff member's absence on special leave without pay appears likely to last six months or more, the United Nations will pay, if so requested, for transporting the staff member's spouse and dependent children to the staff member's place of entitlement and for their return travel after the staff member's return to active duty with the Secretariat, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.

(i) The United Nations shall not continue its contribution to the Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.

(j) The provisions of rule 106.4 relating to illness, accident or death attributable to the performance of official duties on behalf of the United Nations shall not be applicable during periods of military service.

(k) The Secretary-General may, if the circumstances of the military service appear to warrant it, credit the staff member's period on special leave without pay for military service in fixing the salary step upon the staff member's return to active duty with the Secretariat.

(l) The Secretary-General may apply such of the foregoing provisions as are appropriate in the case of a staff member who, with the advance approval of the Secretary-General, volunteers for military service or requests a waiver of immunity under section 18 (c) of the Convention on Privileges and Immunities of the United Nations.

