

To: Members of the Staff at the
United Nations Office at Geneva

Subject: STAFF RULES

1. Appendices B and F(Geneva) to document ST/SGS/Staff Rules/1/Rev.6 are hereby amended to record the changes approved in the salary scales for staff in the General Service category and Language Teaching staff effective 1 January 1987, as set out in document IC/Geneva/3387 of 22 January 1987.

2. New pages 133 and 141 are transmitted herewith for insertion in the Staff Rules.



Abdou Ciss
Director

Division of Administration



Appendix B (continued)

UNITED NATIONS OFFICE AT GENEVA

SALARY SCALE FOR GENERAL SERVICE CATEGORY (IN SWISS FRANS)
SHOWING ANNUAL GROSS (G), STAFF ASSESSMENT ² (SR) AND NET (N)- EFFECTIVE 1 JANUARY 1987

Level	Annual net increment	STEPS											XII
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	
G.1	1,163 (N)	43,991 (G) 35,246 (N)	45,406 (G) 36,409 (N)	47,305 (G) 37,572 (N)	49,016 (G) 38,735 (N)	50,726 (G) 39,898 (N)	52,436 (G) 41,061 (N)	54,146 (G) 42,224 (N)	55,857 (G) 43,387 (N)	57,567 (G) 44,550 (N)	59,277 (G) 45,713 (N)	61,054 (G) 46,876 (N)	62,844 (G) 48,039 (N)
G.2	1,267 (N)	48,551 (G) 38,419 (N)	50,414 (G) 39,686 (N)	52,277 (G) 40,953 (N)	54,141 (G) 42,220 (N)	56,004 (G) 43,487 (N)	57,867 (G) 44,754 (N)	59,739 (G) 46,021 (N)	61,608 (G) 47,288 (N)	63,438 (G) 48,555 (N)	65,587 (G) 49,822 (N)	67,536 (G) 51,089 (N)	69,485 (G) 52,356 (N)
G.3	1,382 (N)	53,632 (G) 41,874 (N)	55,664 (G) 43,256 (N)	57,696 (G) 44,638 (N)	59,738 (G) 46,020 (N)	61,864 (G) 47,402 (N)	63,990 (G) 48,784 (N)	66,116 (G) 50,166 (N)	68,242 (G) 51,548 (N)	70,368 (G) 52,930 (N)	72,494 (G) 54,312 (N)	74,685 (G) 55,694 (N)	76,915 (G) 57,076 (N)
G.4	1,506 (N)	59,179 (G) 45,646 (N)	61,479 (G) 47,152 (N)	63,796 (G) 48,658 (N)	66,113 (G) 50,164 (N)	68,430 (G) 51,670 (N)	70,747 (G) 53,176 (N)	73,064 (G) 54,682 (N)	75,482 (G) 56,188 (N)	77,911 (G) 57,694 (N)	80,340 (G) 59,200 (N)	82,769 (G) 60,706 (N)	85,198 (G) 62,212 (N)
G.5	1,649 (N)	65,830 (G) 49,980 (N)	68,367 (G) 51,629 (N)	70,904 (G) 53,278 (N)	73,448 (G) 54,927 (N)	76,108 (G) 56,576 (N)	78,768 (G) 58,225 (N)	81,427 (G) 59,874 (N)	84,087 (G) 61,523 (N)	86,747 (G) 63,172 (N)	89,528 (G) 64,821 (N)	92,323 (G) 66,470 (N)	95,118 (G) 68,119 (N)
G.6	1,806 (N)	73,130 (G) 54,725 (N)	76,035 (G) 56,531 (N)	78,948 (G) 58,337 (N)	81,861 (G) 60,143 (N)	84,774 (G) 61,949 (N)	87,721 (G) 63,755 (N)	90,782 (G) 65,561 (N)	93,843 (G) 67,367 (N)	96,904 (G) 69,173 (N)	99,965 (G) 70,979 (N)	103,026 (G) 72,785 (N)	106,113 (G) 74,591 (N)
G.7	1,977 (N)	81,516 (G) 59,929 (N)	84,705 (G) 61,906 (N)	87,938 (G) 63,883 (N)	91,289 (G) 65,860 (N)	94,640 (G) 67,837 (N)	97,991 (G) 69,814 (N)	101,341 (G) 71,791 (N)	104,692 (G) 73,768 (N)	108,138 (G) 75,745 (N)	111,606 (G) 77,722 (N)	115,075 (G) 79,699 (N)	118,543 (G) 81,676 (N)

Dependency benefits:

- For a dependent spouse:
- For each dependent child:
- Except for first dependent child of a staff member without a spouse:
- Where there is no dependent spouse, for one dependent parent, brother or sister:
- For staff members who become entitled to the allowance on or after 1 September 1985:
- For staff members in receipt of the allowance on 31 August 1985:

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

Language allowance (to be included in pensionable remuneration):

- First additional language
- Second additional language

** Long-service step: The qualifying criteria for in-grade increase to the long-service step are as follows:
(a) the staff member should have had at least 20 years of service within the United Nations Common System and five years of service at the top regular step of the current grade.
(b) the staff member's service should have been entirely satisfactory.

*/ \$: operational exchange rate of 2.29 swiss francs per US dollar.

(in Swiss francs net per annum)

2,808
2,494
4,118
814
1,000

2,102
1,091

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.

APPENDIX F

UNITED NATIONS OFFICE AT GENEVA

SALARY SCALE FOR LANGUAGE TEACHING STAFF (IN SWISS FRANCS)

SHOWING ANNUAL GROSS (G), STAFF ASSESSMENT $\frac{1}{2}$ (SA) AND NET (N) - EFFECTIVE 1 JANUARY 1987

Language teaching staff	ANNUAL STEPS											SENIORITY STEPS		
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	
Gross	70,999	73,265	75,640	78,016	80,392	82,768	85,144	87,545	90,041	92,538	95,035	97,531	100,028	
Staff assessment	(17,659)	(18,452)	(19,354)	(20,257)	(21,160)	(22,063)	(22,966)	(23,894)	(24,917)	(25,941)	(26,965)	(27,988)	(29,012)	
Net	53,340	54,813	56,286	57,759	59,232	60,705	62,178	63,651	65,124	66,597	68,070	69,543	71,016	

Dependency benefits:

- For a dependent spouse:
- For each dependent child:
- Except for first dependent child of a staff member without a spouse:
- Where there is no dependent spouse, for one dependent parent, brother or sister:
- For staff members who become entitled to the allowance on or after 1 September 1985:
- For staff members in receipt of the allowance on 31 August 1985:

(in Swiss francs net per annum)

2,808
2,494
4,110
814
1,080

Salary increments:

- Within the above scale, salary increments shall be awarded on the basis of satisfactory service, and as follows:
- annual steps: steps one to eleven shall be awarded on annual basis
- seniority steps: steps twelve and thirteen shall be awarded after five years at preceding step.

* / At operational exchange rate of 2.29 swiss francs per US dollar.

ST/SCB/Staff Rules/1/Rev.6
Appendix F(Geneva)/Rev.1
January 1987