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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 were published in ST/SGB/Staff Rules/1/Rev.5 of 22 August 1979. These Staff Rules are hereby amended for the purposes described below.

2. Rule 109.5, Repatriation grant, is amended with effect from 1 January 1980 to implement the decision concerning repatriation grant adopted by the General Assembly in its resolution 34/165 by cancelling the transitional arrangement which had been established with regard to staff members already in service before 1 July 1979.

3. Rule 106.3, Maternity leave, is amended with effect from 1 January 1980 to extend the duration of maternity leave and to provide for a simplified procedure of administration of the leave.

4. Rule 104.10, Family relationships, is amended with effect from 1 January 1980 to provide for greater flexibility in the employment of spouses of staff members. Rules 103.7, Post adjustment, 103.17, Staff assessment, 103.21, Salary and allowances during mission assignments, 103.22, Assignment allowance, 105.3, Home leave, 107.2, Official travel of family members—established offices, 107.4, Loss of entitlement to return transportation, 107.20, Installation, 107.27, Removal costs, 107.28, Loss of entitlement to unaccompanied shipment or removal expenses and 109.5, Repatriation grant, are amended with effect from 1 January 1980 to indicate or to specify the effect of the marriage of one staff member to another on the exercise of these entitlements.

5. Rule 107.21, Excess baggage and unaccompanied shipments, is amended with effect from 1 August 1980 to extend the entitlement to unaccompanied shipments to travel by land on home leave, family visit or education grant.

6. Appendix A is amended to show the revised schedules of pensionable remuneration for staff in the Professional and higher categories and the Field Service category, effective 1 January 1980, and the revised schedule of pensionable remuneration for staff in the Professional and higher categories, and the Field Service category, effective 1 July 1980.

7. Appendix B (Headquarters) is amended with effect from 1 August 1980 to delete parts of the provision concerning the conditions governing acquisition of entitlement to benefits of international recruitment which are no longer applicable.

8. New pages 19, 24, 29, 30, 38, 50, 56, 57, 63-64, 72, 73, 78, 79, 89, 90, 120, 120a, 122 and 122a are transmitted herewith for insertion in the Staff Rules.



Kurt WALDHEIM
Secretary-General

- (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 that purpose by the International Civil Service Commission.

(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 the staff member has been serving may continue to receive for a reasonable period the post adjustment applicable to the latter 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 installation grant under rule 107.20 and 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

- (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.

Rule 103.15

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.

Rule 103.16

PENSIONABLE REMUNERATION

(a) For the purpose of the Regulations of the United Nations Joint Staff Pension Fund, pensionable remuneration shall, subject to paragraphs (b) and (c) below, consist of the sum of:

- (i) The amount of the gross salary of the staff member established in accordance with staff regulation 3.1;
- (ii) The amount of any non-resident's allowance and/or language allowance payable under staff rules 103.5 and 103.6, respectively.

(b) In the case of staff members in the Professional and higher categories and Field Service personnel, for each complete 5 per cent by which the weighted average of the post adjustment classifications of the headquarters and regional offices of the member organizations of the United Nations Joint Staff Pension Fund varies from the weighted average as of 1 January 1977, the portion of pensionable remuneration established under paragraph (a) (i)

above shall be increased or decreased, as the case may be, by a corresponding 5 per cent; for this purpose the weighted average shall be calculated as of March and September of each year, and any consequent variation shall take effect from the following 1 July or 1 January, respectively. The schedule of pensionable remuneration effective 1 January 1977 and any subsequent adjustment shall be shown in appendix A.

(c) Where a promotion from the General Service category to the Professional category would result in a reduction of the staff member's pensionable remuneration, the level of pensionable remuneration reached prior to the promotion shall be maintained until it is surpassed by the level based on the staff member's salary in the Professional category.

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, based on the staff member's pensionable remuneration as defined in rule 103.16.

(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.

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 \$4,000 per year, the maximum grant thus being \$3,000. If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed \$3,000 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	800	1,000
P-3 and P-4	950	1,200
P-5 and above	1,100	1,400

(ii) For assignments to all other duty stations:

P-1, P-2, P-3 and P-4	1,600	2,000
P-5 and above	1,900	2,400

(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 and to the General Service and Manual Workers categories shall be set out in appendix A and appendix B, respectively, to these Rules.

(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.

(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 appendix B.

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 seven alternates, at the Senior 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, and after consideration of a panel of names proposed by, the Staff Council. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that at least two members and two alternates are appointed from among nominees submitted by the Staff Council.
- (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, and after consideration of a panel of names proposed by, the Staff Council. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that at least two members and four alternates are appointed from among nominees submitted by the Staff Council. 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 two members and two alternates appointed from among nominees submitted by the local Staff Council.

- (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 Promotion 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 appointment 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 shall be established as a normal requirement for consideration for promotion. These normal requirements shall not be less than:
 - i. One year for staff members in the Professional category or in the Principal level of the General Service category at Headquarters;
 - ii. Six months for all other staff members.

(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.

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, 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 the 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.

(1) 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.

Chapter VI
SOCIAL SECURITY

Rule 106.1

PARTICIPATION IN THE PENSION FUND

Staff members whose appointments are for one year or longer or who complete one year 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 they are then under 60 years of age and 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.

Rule 106.3

MATERNITY LEAVE

(a) A staff member who will have served continuously for one year at the anticipated time of confinement 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 to 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 ten weeks of post-confinement leave as provided in (ii) above.

(b) A staff member with less than one year of continuous service at the anticipated time of confinement shall absent herself from her duties in accordance with the same schedule and under the same conditions as provided in (a) (i) and (ii) above. Where the actual date of confinement falls within the period of sixteen weeks immediately preceding the anniversary date of her continuous service, she shall be granted maternity leave with full pay for a period equivalent to sixteen weeks less the period between the date of confinement and the anniversary date of continuous service. Any absence that cannot be so covered by maternity leave shall be charged to her accrued annual leave or to special leave without pay.

(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) Qualifying service shall not be considered as lost by periods of special leave with partial pay or without pay or suspension from duty without pay, but service credit towards maternity leave shall not accrue during full months in such status. Periods of less than one month in such status shall not affect the ordinary rates of accrual.

Rule 106.4

COMPENSATION FOR DEATH, INJURY OR ILLNESS
ATTRIBUTABLE TO SERVICE

Staff members shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to these rules.

Rule 106.5

COMPENSATION FOR LOSS OR DAMAGE TO PERSONAL EFFECTS
ATTRIBUTABLE TO SERVICE

Staff members shall be entitled, within the limits and under terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(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). A son or daughter of more than 21 years of age may also be considered a dependent child for travel purposes if totally disabled.

(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.

- (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 connexion 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 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 \$300 for the staff member and \$300 for each eligible family member who joins the staff member at the duty station, up to a maximum of \$1,200.

(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 such place for at least two years. In the case of a shorter absence, the amount payable shall be that proportion of the full grant which the completed months of absence bear to two years.

(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 connexion 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 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 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 and crating, of:

- (i) 1,000 kg (2,200 lb) or 220 cubic feet for the staff member,
- (ii) 500 kg (1,100 lb) or 110 cubic feet for the first family member, and
- (iii) 300 kg (660 lb) or 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 advance removal shipment, by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight or volume of packing and crating, of:

- (i) 450 kg (990 lb) or 99 cubic feet for the staff member,
- (ii) 300 kg (660 lb) or 66 cubic feet for the first family member, and
- (iii) 150 kg (330 lb) or 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 22 cubic feet, including the weight or volume of packing and crating. 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.

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.

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 conditions:

- (i) The maximum weight and volume for which entitlement to removal at United Nations expense exists shall be 27 measurement tons of 40 cubic feet each (1,080 cubic feet), inclusive of packing crates and lift vans, for a staff member without a spouse or dependent child and 45 measurement tons (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 \$25,000 for a staff member without a spouse or dependent child and \$40,000 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.

In no event shall storage charges be paid beyond the five-year period following the date of assignment. Such 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.

(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 on the basis of the staff member's pensionable remuneration, the amount of which, exclusive of non-resident's allowance or language allowance, if any, shall be subject to staff assessment according to the applicable schedule of rates set forth in staff regulation 3.3 (b).

(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, provided that a staff member who, after service at a duty station outside his or her home country, is transferred to a duty station within that country may be paid on separation 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

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. Detailed conditions and definitions relating to eligibility 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 pensionable remuneration less staff assessment, where applicable)</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

APPENDICES TO THE STAFF RULES

Appendix A

Pensionable remuneration for Professional and higher categories and, for purposes of separation payments, net equivalent after application of staff assessment

(In US dollars) Effective 1 July 1980

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General	106,442												
USG PR	56,037												
USG Net D	50,597												
Net S													
Assistant Secretary-General													
ASG PR	94,402												
ASG Net D	51,221												
ASG Net S	46,323												
Director													
D-2 PR	73,710	75,824	77,980	80,220									
D-2 Net D	42,918	43,790	44,652	45,548									
D-2 Net S	38,964	39,728	40,493	41,288									
Principal Officer													
D-1 PR	61,446	63,448	65,464	67,466	69,510	71,498	73,430						
D-1 Net D	37,636	38,517	39,404	40,285	41,154	41,989	42,801						
D-1 Net S	34,357	35,127	35,904	36,674	37,431	38,157	38,862						
Senior Officer													
P-5 PR	53,466	55,076	56,644	58,142	59,640	61,166	62,706	64,246	65,800	67,354			
P-5 Net D	33,944	34,715	35,436	36,125	36,814	37,513	38,191	38,868	39,552	40,236			
P-5 Net S	31,103	31,786	32,421	33,028	33,634	34,249	34,842	35,435	36,033	36,631			
First Officer													
P-4 PR	41,916	43,274	44,632	46,004	47,404	48,804	50,190	51,576	53,032	54,502	55,972	57,372	
P-4 Net D	28,236	28,937	29,616	30,302	31,002	31,702	32,371	33,036	33,735	34,441	35,127	35,771	
P-4 Net S	26,031	26,657	27,261	27,872	28,495	29,118	29,711	30,300	30,919	31,543	32,149	32,716	
Second Officer													
P-3 PR	33,474	34,664	35,868	37,044	38,220	39,438	40,684	41,916	43,064	44,212	45,360	46,522	47,712
P-3 Net D	23,756	24,399	25,049	25,684	26,314	26,948	27,596	28,236	28,832	29,406	29,980	30,561	31,156
P-3 Net S	22,015	22,592	23,176	23,746	24,312	24,879	25,458	26,031	26,563	27,074	27,585	28,102	28,632
Associate Officer													
P-2 PR	26,656	27,594	28,546	29,498	30,464	31,416	32,382	33,348	34,342	35,350	36,358		
P-2 Net D	19,844	20,406	20,961	21,504	22,054	22,597	23,148	23,688	24,225	24,769	25,313		
P-2 Net S	18,478	18,989	19,491	19,981	20,479	20,969	21,467	21,954	22,436	22,925	23,414		
Assistant Officer													
P-1 PR	20,020	20,860	21,714	22,568	23,450	24,332	25,228	26,096	26,964	27,804			
P-1 Net D	15,743	16,272	16,810	17,348	17,904	18,449	18,987	19,508	20,028	20,532			
P-1 Net S	14,742	15,225	15,716	16,207	16,714	17,211	17,699	18,172	18,645	19,103			

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.

APPENDICES TO THE STAFF RULES
Appendix A

Pensionable remuneration for Professional and higher categories and, for purposes of separation payments, net equivalent after application of staff assessment
(In US dollars) Effective 1 January 1980-30 June 1980

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG PR	102,641												
Net D	54,516												
Net S	49,248												
Assistant Secretary-General													
ASG PR	91,031												
Net D	49,872												
Net S	45,126												
Director													
D-2 PR	73,116	75,195	77,355										
Net D	41,813	43,538	44,402										
Net S	38,003	38,747	39,504										
Principal Officer													
D-1 PR	59,252	61,182	63,126	65,057	67,028	68,945	70,808						
Net D	36,636	37,520	38,375	39,225	40,092	40,917	41,699						
Net S	33,477	34,255	35,004	35,747	36,506	37,225	37,905						
Senior Officer													
P-5 PR	51,557	53,109	54,621	56,066	57,510	58,982	60,467	61,952	63,450	64,949			
Net D	33,027	33,772	34,498	35,170	35,835	36,512	37,195	37,859	38,518	39,178			
Net S	30,292	30,951	31,594	32,187	32,772	33,368	33,969	34,552	35,128	35,705			
First Officer													
P-4 PR	40,419	41,729	43,038	44,361	45,711	47,061	48,398	49,734	51,138	52,556	53,973	55,323	
Net D	27,458	28,139	28,819	29,481	30,156	30,831	31,499	32,152	32,826	33,507	34,187	34,829	
Net S	25,335	25,944	26,552	27,141	27,742	28,343	28,929	29,517	30,114	30,717	31,319	31,886	
Second Officer													
P-3 PR	33,279	33,426	34,587	35,721	36,855	38,030	39,231	40,419	41,526	42,633	43,740	44,861	46,008
Net D	23,089	23,730	24,357	24,969	25,582	26,216	26,840	27,458	28,034	28,609	29,170	29,731	30,304
Net S	21,414	21,992	22,555	23,105	23,655	24,224	24,782	25,335	25,850	26,364	26,864	27,363	27,874
Associates Officer													
P-2 PR	25,704	26,609	27,527	28,445	29,376	30,294	31,226	32,157	33,116	34,088	35,060		
Net D	19,272	19,815	20,366	20,904	21,434	21,958	22,489	23,019	23,563	24,088	24,612		
Net S	17,959	18,452	18,952	19,459	19,919	20,391	20,871	21,351	21,841	22,313	22,784		
Assistant Officer													
P-1 PR	19,305	20,115	20,959	21,762	22,613	23,463	24,327	25,164	26,001	26,811			
Net D	15,271	15,802	16,322	16,840	17,376	17,911	18,446	18,948	19,450	19,937			
Net S	14,310	14,796	15,270	15,743	16,232	16,721	17,208	17,664	18,121	18,562			

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 A (continued)

SALARY SCALES FOR FIELD SERVICE CATEGORY
showing annual gross and net after application of staff assessment

(In US dollars) Effective 1 January 1977

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Principal Field Service Officer II													
FS-7 Gross	26,437	27,277	28,123	29,007	29,891	30,775	31,660	32,544	33,452	34,385			
Net D	19,712	20,216	20,720	21,224	21,728	22,232	22,736	23,240	23,744	24,248			
Net S	18,358	18,816	19,273	19,729	20,184	20,639	21,095	21,550	22,004	22,457			
Principal Field Service Officer I													
FS-6 Gross	20,679	21,392	22,105	22,817	23,530	24,255	25,003	25,752	26,500	27,248			
Net D	16,158	16,607	17,056	17,505	17,954	18,403	18,852	19,301	19,750	20,199			
Net S	15,120	15,530	15,940	16,350	16,760	17,169	17,577	17,985	18,393	18,800			
Senior Field Service Officer													
FS-5 Gross	16,568	17,135	17,702	18,268	18,835	19,402	19,968	20,560	21,154	21,748	22,341	22,935	23,529
Net D	13,465	13,839	14,213	14,587	14,961	15,335	15,709	16,083	16,457	16,831	17,205	17,579	17,953
Net S	12,654	12,997	13,340	13,682	14,025	14,368	14,711	15,052	15,394	15,735	16,076	16,418	16,759
Intermediate Field Service Officer													
FS-4 Gross	13,858	14,319	14,786	15,252	15,719	16,194	16,682	17,170	17,658	18,145	18,633	19,121	19,609
Net D	11,608	11,930	12,252	12,574	12,896	13,218	13,540	13,862	14,184	14,506	14,828	15,150	15,472
Net S	10,926	11,227	11,528	11,828	12,129	12,427	12,723	13,018	13,313	13,608	13,903	14,198	14,493
Junior Field Service Officer													
FS-3 Gross	11,883	12,271	12,664	13,057	13,450	13,843	14,246	14,657	15,067	15,477	15,887	16,311	16,739
Net D	10,182	10,465	10,748	11,031	11,314	11,597	11,880	12,163	12,446	12,729	13,012	13,295	13,578
Net S	9,594	9,858	10,123	10,387	10,652	10,916	11,180	11,445	11,709	11,973	12,237	12,498	12,757
Security Officer													
FS-2 Gross	10,428	10,765	11,103	11,440	11,777	12,119	12,471	12,822	13,174	13,525			
Net D	9,091	9,344	9,597	9,850	10,103	10,356	10,609	10,862	11,115	11,368			
Net S	8,571	8,808	9,045	9,282	9,519	9,756	9,993	10,229	10,466	10,702			
Messenger													
FS-1 Gross	9,255	9,512	9,769	10,029	10,279	10,529	10,779	11,029	11,279	11,529			
Net D	8,117	8,342	8,567	8,792	9,017	9,242	9,467	9,692	9,917	10,142			
Net S	7,654	7,866	8,079	8,290	8,501	8,712	8,923	9,134	9,345	9,556			

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

Language allowance (below level FS-6): First additional language—\$480 per year net; second additional language—\$240 (to be included in pensionable remuneration).

Dependancy allowances:
Dependent child¹ \$ 450
Secondary dependant 300

¹ No allowance is payable for the first dependent child of a staff member without dependent spouse.

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

Appendix A (continued)
*Pensionable remuneration for Field Service category and, for purposes of separation payments,
the net equivalents after application of staff assessment.*
(In US dollars) Effective 1 July 1980

Level	Step												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Principal Field Service Officer II													
FS-7 PR	37,012	38,188	39,372	40,610	41,847	43,085	44,324	45,562	46,833	48,139			
Net D	25,666	26,298	26,913	27,557	28,200	28,843	29,462	30,081	30,717	31,370			
Net S	23,731	24,297	24,848	25,424	25,999	26,573	27,124	27,675	28,241	28,822			
Principal Field Service Officer I													
FS-6 PR	28,951	29,949	30,947	31,944	32,942	33,957	35,004	36,053	37,100	38,147			
Net D	21,192	21,761	22,330	22,898	23,467	24,017	24,562	25,149	25,714	26,276			
Net S	19,700	20,214	20,728	21,241	21,755	22,249	22,757	23,266	23,774	24,278			
Senior Field Service Officer													
FS-5 PR	23,195	23,989	24,783	25,575	26,369	27,163	27,955	28,784	29,616	30,447			
Net D	17,445	18,243	19,040	19,835	20,629	21,418	22,203	22,984	23,761	24,534			
Net S	16,367	17,024	17,457	17,888	18,321	18,754	19,185	19,614	20,042	20,470			
Intermediate Field Service Officer													
FS-4 PR	18,401	20,047	20,700	21,353	22,007	22,672	23,355	24,038	24,721	25,403			
Net D	15,335	15,760	16,171	16,582	16,994	17,413	17,844	18,273	18,683	19,092			
Net S	14,368	14,757	15,133	15,508	15,884	16,266	16,659	17,051	17,423	17,795			
Junior Field Service Officer													
FS-3 PR	16,636	17,179	17,730	18,280	18,830	19,380	19,944	20,520	21,094	21,668			
Net D	13,510	13,868	14,232	14,595	14,958	15,321	15,693	16,058	16,419	16,781			
Net S	12,695	13,023	13,357	13,689	14,022	14,355	14,696	15,029	15,359	15,689			
Security Officer													
FS-2 PR	14,599	15,071	15,544	16,016	16,488	16,967	17,459	17,951	18,444	18,935			
Net D	12,123	12,449	12,775	13,101	13,412	13,728	14,053	14,378	14,703	15,027			
Net S	11,408	11,712	12,016	12,320	12,605	12,895	13,193	13,490	13,789	14,086			
Messenger													
FS-1 PR	12,957	13,317	13,677	14,041	14,461	14,881	15,301	15,721	16,141	16,561			
Net D	10,959	11,218	11,477	11,738	12,028	12,318	12,608	12,897	13,183	13,460			
Net S	10,320	10,562	10,805	11,048	11,319	11,589	11,860	12,130	12,395	12,649			

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 A (continued)
*Pensionable remuneration for Field Service category and, for purposes of separation payments,
the net equivalents after application of staff assessment*
(In US dollars) Effective 1 January 1980—30 June 1980

Level	Step												
	J	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Principal Field Service Officer II													
FS-7 PR	35,690	36,824	37,966	39,159	40,353	41,546	42,741	43,934	45,160	46,420			
Net D	24,953	25,565	26,182	26,803	27,424	28,044	28,665	29,267	29,880	30,510			
Net S	23,090	23,640	24,194	24,749	25,304	25,859	26,415	26,951	27,496	28,057			
Principal Field Service Officer I													
FS-6 PR	27,917	28,879	29,842	30,803	31,766	32,744	33,754	34,765	35,775	36,785			
Net D	20,600	21,151	21,700	22,248	22,797	23,354	23,907	24,453	24,999	25,544			
Net S	19,165	19,663	20,159	20,654	21,149	21,654	22,151	22,641	23,131	23,621			
Senior Field Service Officer													
FS-5 PR	22,367	23,132	23,898	24,662	25,427	26,193	26,957	27,756	28,558	29,360			
Net D	17,221	17,703	18,186	18,647	19,106	19,566	20,024	20,504	20,968	21,425			
Net S	16,091	16,531	16,971	17,391	17,808	18,225	18,642	19,077	19,497	19,910			
Intermediate Field Service Officer													
FS-4 PR	18,708	19,331	19,961	20,590	21,221	21,862	22,521	23,180	23,838	24,496			
Net D	14,877	15,288	15,704	16,102	16,499	16,903	17,318	17,733	18,148	18,548			
Net S	13,948	14,325	14,706	15,069	15,432	15,801	16,180	16,559	16,937	17,300			
Junior Field Service Officer													
FS-3 PR	16,042	16,566	17,096	17,627	18,158	18,688	19,232	19,787	20,340	20,894			
Net D	13,118	13,464	13,813	14,164	14,514	14,864	15,223	15,589	15,944	16,293			
Net S	12,335	12,652	12,973	13,294	13,616	13,936	14,265	14,601	14,926	15,244			
Security Officer													
FS-2 PR	14,078	14,533	14,989	15,444	15,899	16,361	16,836	17,310	17,785	18,259			
Net D	11,764	12,078	12,392	12,706	13,020	13,328	13,642	13,955	14,268	14,581			
Net S	11,072	11,365	11,659	11,952	12,245	12,528	12,816	13,103	13,390	13,677			
Messenger													
FS-1 PR	12,494	12,841	13,188	13,539	13,944	14,349	14,754	15,159	15,564	15,969			
Net D	10,626	10,876	11,125	11,378	11,670	11,951	12,230	12,510	12,789	13,069			
Net S	10,008	10,242	10,476	10,712	10,984	11,247	11,508	11,768	12,029	12,290			

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.