United Nations ST/IC/2021/1



1 January 2021

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources

Subject: Revised salary scales for staff in the General Service and related categories at Headquarters

- 1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index for New York.
- 2. The consumer price index for the month of November 2020 reflected a 1.4 per cent movement compared with the November 2019 index. In application of the abovementioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories have been adjusted upward by 1.2 per cent, effective 1 November 2020.
- 3. The amounts of the dependency allowances remain unchanged, while the amounts of the language allowances have been adjusted accordingly.
- 4. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of January 2021 payroll.

^{*} The present circular, which cancels and supersedes circular ST/IC/2020/3, will be in effect until further notice.





Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2020

							S T E P S					
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
7	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	74 824 72 711 57 073 57 073 0	77 846 75 653 59 249 59 249	80 880 78 594 61 425 61 425	83 945 81 535 63 601 63 601	87 010 84 476 65 777 65 777	90 075 87 415 67 953 67 953 0	93 139 90 356 70 129 70 129 0	96 204 93 298 72 305 72 305 0	99 269 96 239 74 481 74 481	102 334 99 268 76 657 76 657	105 399 102 421 78 833 78 833 0
6	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	67 319 65 410 51 670 51 670 0	70 047 68 065 53 634 53 634	72 775 70 719 55 598 55 598	75 503 7 3 373 57 562 57 562 0	78 231 76 028 59 526 59 526 0	80 972 78 680 61 490 61 490 0	83 738 81 335 63 454 63 454	86 504 83 990 65 418 65 418	89 270 86 644 67 382 67 382	92 037 89 299 69 346 69 346	94 803 91 952 71 310 71 310 0
5	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	60 481 59 018 46 746 46 746 0	62 949 61 324 48 523 48 523 0	65 417 63 631 50 300 50 300	67 885 65 963 52 077 52 077	70 353 68 364 53 854 53 854	72 821 70 764 55 631 55 631	75 289 73 164 57 408 57 408	77 757 75 563 59 185 59 185 0	80 228 77 962 60 962 60 962 0	82 731 80 365 62 739 62 739 0	85 234 82 763 64 516 64 516 0
4	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	54 478 53 254 42 314 42 314 0	56 653 55 343 43 923 43 923 0	58 827 57 435 45 532 45 532 0	61 029 59 524 47 141 47 141 0	63 264 61 616 48 750 48 750 0	65 499 63 704 50 359 50 359	67 733 65 814 51 968 51 968 0	69 968 67 989 53 577 53 577	72 203 70 164 55 186 55 186	74 438 72 339 56 795 56 795 0	76 672 74 514 58 404 58 404 0
3	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	49 019 48 011 38 274 38 274 0	50 991 49 907 39 733 39 733 0	52 962 51 800 41 192 41 192 0	54 934 53 697 42 651 42 651	56 905 55 591 44 110 44 110 0	58 877 57 488 45 569 45 569	60 872 59 380 47 028 47 028	62 899 61 277 48 487 48 487	64 925 63 170 49 946 49 946 0	66 951 65 065 51 405 51 405	68 978 67 028 52 864 52 864 0
2	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	44 122 43 308 34 650 34 650 0	45 905 45 022 35 970 35 970 0	47 689 46 734 37 290 37 290 0	49 473 48 450 38 610 38 610 0	51 257 50 161 39 930 39 930 0	53 041 51 875 41 250 41 250 0	54 824 53 588 42 570 42 570 0	56 608 55 303 43 890 43 890 0	58 392 57 016 45 210 45 210	60 181 58 730 46 530 46 530 0	* * *
1	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	39 684 39 030 31 357 31 357 0	41 285 40 578 32 551 32 551 0	42 899 42 131 33 745 33 745 0	44 512 43 681 34 939 34 939 0	46 126 45 231 36 133 36 133 0	47 739 46 784 37 327 37 327 0	49 353 48 333 38 521 38 521 0	50 966 49 884 39 715 39 715	52 580 51 434 40 909 40 909 0	* * * *	

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:

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

Language allowances (US\$ net per annum, to be included in pensionable remuneration):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

First language	2 337
Second language	1 169

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Pensionable salary is the total net salary less the non-pensionable Net pens.:

component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2020

		STEPS											
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
Language Teacher	(Gross)	81 100	83 907	86 714	89 521	92 328	95 135	97 942	100 749	103 556	106 363	109 170	111 977
	(Gross pens.)	78 802	81 494	84 189	86 880	89 574	92 268	94 961	97 654	100 520	103 409		109 186
	(Total net)	61 581	63 574	65 567	67 560	69 553	71 546	73 539	75 532	77 525	79 518	81 511	83 504
	(Net pens.)	61 581	63 574	65 567	67 560	69 553	71 546	73 539	75 532	77 525	79 518	81 511	83 504
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

^{*} Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:

Salary increments within the level shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Child 2 389

Except for the first dependent child of a single, widowed or divorced staff member 3 575

Dependent spouse 3 727

Language allowances: not entitled.

Secondary dependant

The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Gross:

Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

1 359

Gross pens.: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for

determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension

benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pens:. Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the

non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2020

				S T E P S		_
Level		I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant ^a	(Gross)	65 860	69 175	72 490	75 806	79 121
	(Gross pens.)	64 041	67 217	70 441	73 669	76 895
	(Total net)	50 619	53 006	55 393	57 780	60 167
	(Net pens.)	50 619	53 006	55 393	57 780	60 167
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	57 897	60 397	62 956	65 514	68 072
	(Gross pens.)	56 547	58 937	61 327	63 719	66 142
	(Total net)	44 844	46 686	48 528	72 490 75 806 70 441 73 669 55 393 57 780 0 0 62 956 65 514 61 327 63 719 48 528 50 370	52 212
	(Net pens.)	44 844	46 686	48 528		52 212
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	53 149	55 422			
	(Gross pens.)	51 979	54 163			
	(Total net)	41 330	43 012	72 490 75 806 70 441 73 669 55 393 57 780 55 393 57 780 0 0 62 956 65 514 61 327 63 719 48 528 50 370 48 528 50 370		
	(Net pens.)	41 330	43 012		75 806 73 669 3 57 780 3 57 780 0 0 6 65 514 7 63 719 8 50 370 8 50 370	
	(NPC)	0	0			

^a Includes Briefing Assistant as at 1 September 1991.

Notes:

Reserve guides are paid by the day in accordance with the above rates.

Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I 6 months
Public Information Assistant II 12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

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Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Language allowances: not entitled

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation

payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for

determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pens.: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the

non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2020

								S T E P S						
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	98 599	102 351	106 103	109 855	113 607	117 359	121 111	124 863	128 615	*			
	(Gross pens.)	95 594	99 284	103 144	107 006	110 865	114 726	118 587	122 448	126 309	*			
	(Total net)	74 005	76 669	79 333	81 997	84 661	87 325	89 989	92 653	95 317	*			
	(Net pens.)	74 005	76 669	79 333	81 997	84 661	87 325	89 989	92 653	95 317	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
6	(Gross)	91 475	94 969	98 463	101 958	105 452	108 946	112 441	115 935	119 430	*			
	(Gross pens.)	88 758	92 112	95 466	98 882	102 476	106 072	109 668	113 264	116 860	*			
	(Total net)	68 947	71 428	73 909	76 390	78 871	81 352	83 833	86 314	88 795	*			
	(Net pens.)	68 947	71 428	73 909	76 390	78 871	81 352	83 833	86 314	88 795	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
5	(Gross)	84 318	87 563	90 808	94 054	97 299	100 544	103 789	107 034	110 279	*			
	(Gross pens.)	81 888	85 003	88 118	91 233	94 347	97 462	100 767	104 107	107 447	*			
	(Total net)	63 866	66 170	68 474	70 778	73 082	75 386	77 690	79 994	82 298	*			
	(Net pens.)	63 866	66 170	68 474	70 778	73 082	75 386	77 690	79 994	82 298	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
4	(Gross)	77 088	80 024	83 001	85 979	88 956	91 934	94 911	97 889	100 866	*			
	(Gross pens.)	74 915	77 771	80 630	83 486	86 345	89 202	92 061	94 918	97 773	*			
	(Total net)	58 703	60 817	62 931	65 045	67 159	69 273	71 387	73 501	75 615	*			
	(Net pens.)	58 703	60 817	62 931	65 045	67 159	69 273	71 387	73 501	75 615	*			
	(NPC)	0	0	0	0	0	0	0	0	0	*			
3	(Gross)	72 121	74 425	76 729	79 033	81 356	83 693	86 030	88 366	90 703	93 039	95 376	*	
	(Gross pens.)	70 088	72 330	74 569	76 810	79 051	81 292	83 533	85 773	88 014	90 254	92 495	*	
	(Total net)	55 127	56 786	58 445	60 104	61 763	63 422	65 081	66 740	68 399	70 058	71 717	*	
	(Net pens.)	55 127	56 786	58 445	60 104	61 763	63 422	65 081	66 740	68 399	70 058	71 717	*	
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	*	
2	(Gross)	64 932	67 014	69 096	71 178	73 260	75 342	77 424	79 506	81 610	83 721	85 832	87 944	90 055*
	(Gross pens.)	63 174	65 121	67 141	69 165	71 191	73 216	75 242	77 268	79 295	81 320	83 346	85 373	87 398*
	(Total net)	49 951	51 450	52 949	54 448	55 947	57 446	58 945	60 444	61 943	63 442	64 941	66 440	67 939*
	(Net pens.)	49 951	51 450	52 949	54 448	55 947	57 446	58 945	60 444	61 943	63 442	64 941	66 440	67 939*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	57 805	59 624											
	(Gross pens.)	56 455	58 201											
	(Total net)	44 776	46 122											
	(Net pens.)	44 776	46 122											
	(NPC)	0	0											

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:

Gross pens.:

Net pens.:

NPC:

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

Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Language allowances (US\$ net per annum, to be included in pensionable remuneration):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

First language	2 337
Second language	1 169

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

> Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2020

					S T E P S			
Level		I	II	III	IV	V	VI	VII*
TC-8	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	91 238 88 532 68 779 68 779 0	94 337 91 505 70 979 70 979 0	97 435 94 477 73 179 73 179 0	100 534 97 450 75 379 75 379 0	103 632 100 601 77 579 77 579 0	106 731 103 790 79 779 79 779 0	109 830 106 979 81 979 81 979 0
TC-7	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	85 644 83 166 64 807 64 807	88 566 85 971 66 882 66 882	91 489 88 773 68 957 68 957 0	94 411 91 578 71 032 71 032	97 334 94 381 73 107 73 107	100 256 97 184 75 182 75 182 0	103 179 100 133 77 257 77 257 0
TC-6	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	80 055 77 804 60 839 60 839 0	82 799 80 435 62 787 62 787 0	85 542 83 067 64 735 64 735 0	88 286 85 699 66 683 66 683	91 030 88 333 68 631 68 631	93 773 90 967 70 579 70 579 0	96 517 93 597 72 527 72 527 0
TC-5	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	74 561 72 460 56 884 56 884 0	77 088 74 918 58 703 58 703 0	79 614 77 374 60 522 60 522 0	82 170 79 832 62 341 62 341	84 732 82 289 64 160 64 160	87 294 84 746 65 979 65 979	89 856 87 203 67 798 67 798
TC-4	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	69 067 67 112 52 928 52 928 0	71 418 69 400 54 621 54 621	73 769 71 688 56 314 56 314 0	76 121 73 974 58 007 58 007	78 472 76 262 59 700 59 700 0	80 835 78 549 61 393 61 393	83 220 80 837 63 086 63 086
TC-3	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	63 557 61 892 48 961 48 961 0	65 738 63 931 50 531 50 531	67 918 65 996 52 101 52 101 0	70 099 68 116 53 671 53 671	72 279 70 238 55 241 55 241	74 460 72 358 56 811 56 811 0	76 640 74 479 58 381 58 381
TC-2	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	58 134 56 767 45 019 45 019 0	60 079 58 634 46 457 46 457 0	62 076 60 504 47 895 47 895	64 074 62 373 49 333 49 333 0	66 071 64 240 50 771 50 771	68 068 66 140 52 209 52 209 0	70 065 68 084 53 647 53 647
TC-1	(Gross) (Gross pens.) (Total net) (Net pens.) (NPC)	52 746 51 592 41 032 41 032	54 520 53 297 42 345 42 345 0	56 295 55 002 43 658 43 658	58 069 56 707 44 971 44 971 0	59 843 58 414 46 284 46 284 0	61 663 60 118 47 597 47 597	63 486 61 823 48 910 48 910 0

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:

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Dependency allowances (US\$ net per annum, payable effective 1 November 2016):

Language allowances (US\$ net per annum, to be included in pensionable remuneration):

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First language	2 337
Second language	1 169

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payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for

determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

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Net pens:. Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the

non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The