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ПРАВИЛА О ПЕРСОНАЛЕ ОРГАНИЗАЦИИ  
ОБЪЕДИНЕННЫХ НАЦИЙМеморандум Генерального Секретаря

В соответствии со статьей 12.2 Положения о персонале, утвержденного Генеральной Ассамблеей в резолюции 590(VI) от 2 февраля 1952 г., Генеральный Секретарь имеет честь довести до сведения Генеральной Ассамблеи об изменениях в правилах о персонале, внесенных в интересах проведения в жизнь вышеупомянутого Положения, изложенных в документе ST/AFS/SCB.94, экземпляр которого к сему прилагается для осведомления членов Пятого комитета.

Видоизмененные правила вступят в силу 1 января 1953 г. и заменят собой все прежде изданные правила, касающиеся всех сотрудников, за исключением лиц, нанимаемых специально для конференций или для иных целей на короткие сроки, а также консультантов и специалистов по технической помощи, для которых будут изданы особые правила.

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**UNITED NATIONS**

# **STAFF RULES**

**STAFF REGULATIONS OF THE UNITED NATIONS  
AND STAFF RULES 101.1 to 112.8**

**SECRETARY-GENERAL'S BULLETIN**

New York, 1952

GENERAL  
ST/AFS/SGB/94  
1 December 1952

## SECRETARY-GENERAL'S BULLETIN

To: Members of the Staff of the United Nations

Subject: STAFF RULES

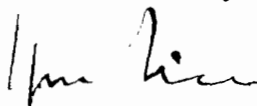
During the Sixth Session, the General Assembly adopted new Staff Regulations for the United Nations Secretariat which became effective 1 March 1952. The attached Staff Rules 101.1 through 112.8 implement these Staff Regulations for all staff members except those specifically engaged for conferences and other short-term service, consultants, and Technical Assistance Experts.

Except as may be otherwise provided by the Staff Regulations or by the specific provisions of these staff rules, Rules 101.1 through 112.8 shall be effective 1 January 1953. They will supersede all staff rules in force before that time for all staff members except those specifically engaged for conferences and other short-term service, consultants, and Technical Assistance Experts.

Separate rules will be issued applicable to Technical Assistance Experts; they will be numbered from 201.1. Separate rules will also be issued applicable to staff members who are specifically engaged for conferences and other short-term service, and to consultants; they will be numbered from 301.1.

The complete text of the Staff Regulations is included in this document.

By direction of the Secretary-General



BYRON PRICE  
Assistant Secretary-General  
Administrative and Financial Services

**STAFF RULES**  
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## STAFF REGULATIONS OF THE UNITED NATIONS AND STAFF RULES 101.1 to 112.8

### GENERAL ASSEMBLY RESOLUTION 590 (VI) of 2 February 1952:

The General Assembly:

Adopts as the Staff Regulations of the United Nations the regulations annexed to the present resolution. These regulations, which shall supersede all previous staff regulations, shall become effective on 1 March 1952.

### SCOPE AND PURPOSE

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

#### Rule 101.1 Applicability

Staff rules 101.1 through 112.8 are applicable to all staff members except those specifically engaged for conferences and other short-term service, consultants, and Technical Assistance Experts.

### CHAPTER I

#### Duties, Obligations and Privileges

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

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

#### Rule 101.2 Hours of Work

- (a) Normal working hours at Headquarters shall be from 9.30 a.m. to 6.00 p.m., Monday through Friday, with an interruption of one hour for lunch. Exceptions may be made by the Secretary-General as the needs of the service may require.
- (b) The Secretary-General shall set the normal working hours for each duty station away from Headquarters, and notify the staff of these hours.
- (c) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

Rule 101.3  
Official Holidays

- (a) Official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (22 February), Memorial Day (30 May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December), and one further day during the Christmas season designated each year by the Secretary-General. When one of these days falls on a Saturday or Sunday, the following Monday shall be observed as a holiday in lieu thereof.
- (b) The Secretary-General shall set the official holidays for each duty station away from Headquarters, and notify the staff of these holidays.
- (c) Staff members who are nationals of any country which observes a national day may be excused from work on that day.

Rule 101.4  
Change of Official Duty Station

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

Rule 101.5  
Inter-Agency Loans

The Secretary-General may loan the services of a staff member to a Specialised Agency or other inter-governmental organisation, provided such loan in no way diminishes the right or entitlements of the staff member under his letter of appointment to the United Nations.

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

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

Rule 101.6  
Outside Activities and Interests

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

- (b) No staff member may be actively associated with the management of, or hold a financial interest in, any business concern if it were possible for him to benefit from such association or financial interest by reason of his official position with the United Nations.
- (c) A staff member who has occasion to deal in his official capacity with any matter involving a business concern in which he holds a financial interest shall disclose the measure of that interest to the Secretary-General.
- (d) The mere holding of shares in a company shall not constitute a financial interest within the meaning of this rule unless such holding constitutes a substantial control.
- (e) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, perform any one of the following acts, if such act relates to the purposes, activities, or interests of the United Nations:
  - (i) issue statements to the press, radio or other agencies of public information;
  - (ii) accept speaking engagements;
  - (iii) take part in film, theater, radio or television productions;
  - (iv) submit articles, books or other material for publication.

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

**Regulation 1.6:** No member of the Secretariat shall accept any honour, decoration, favour, gift or fee from any government or from any other source external to the Organisation during the period of his appointment, except for war service.

#### Rule 101.7 Expenses, Tokens and Courtesies

- Staff Regulation 1.6 shall not preclude staff members from:
- (a) accepting reimbursement of actual travelling and subsistence expenses for participating in film, theater, radio or television productions, or for lecture or speaking engagements;
  - (b) accepting tokens of a commemorative or honorary character in recognition of important achievement in work related to the United Nations such as commemorative scrolls, trophies or other like articles;
  - (c) accepting courtesies which constitute a part of normal social relations;

**Regulation 1.7:** Any member of the Secretariat who becomes a candidate for a public office of a political character shall resign from the Secretariat.

**Regulation 1.8:** The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organisation. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In

any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

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

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

Regulation 1.10: The oath or declaration shall be made orally by the Secretary-General and Assistant Secretaries-General at a public meeting of the General Assembly and by all other members of the Secretariat before the Secretary-General or his authorised deputy.

## CHAPTER II

### Classification of Posts and Staff

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

## CHAPTER III

### Salaries and Related Allowances

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

#### Salary and Allowances - Assistant Secretaries-General

##### Annex I, Paragraph 1.

An Assistant Secretary-General shall receive a salary of \$US 23,000 (subject to the Staff Assessment Plan at the rates laid down in General Assembly Resolution 239 (III) of 18 November 1948 and to such changes as may be directed from time to time by the General Assembly) together with an allowance varying from \$US 7,000 to \$US 10,000 at the Secretary-General's discretion. The allowances for Assistant Secretaries-General are deemed to include all representation (including hospitality) and special allowances, such as housing, education and children's allowances, but not such reimbursable allowances as travel, subsistence and removal costs upon appointment, transfer or termination of appointment with the Organisation, official travel and home leave travel.

## Salaries and Representation Allowance - Principal Directors

### Annex I, Paragraph 2.

A Principal Director shall receive a salary of \$US 17,000 rising after two years of satisfactory service to \$US 18,000, (subject to the Staff Assessment Plan at the rates laid down in General Assembly Resolution 239 (III) and to such changes as may be directed from time to time by the General Assembly, and to salary differentials wherever applied) and if otherwise eligible shall receive the allowances which are available to staff members generally. In addition, he shall receive a representation allowance varying from \$US 1,000 to \$US 3,500, at the Secretary-General's discretion, provided that the incumbent of the post of Executive Assistant to the Secretary-General at the time the present Annex is adopted may receive a representation allowance up to and not exceeding \$US 5,500.

## Salaries and Representation Allowance - Directors

### Annex I, Paragraph 3.

A Director shall receive a salary of \$US 15,000 rising in two-yearly increments of \$US 800 each to \$US 17,400 (subject to the Staff Assessment Plan at the rates laid down in General Assembly Resolution 239 (III) and to such changes as may be directed from time to time by the General Assembly, and to salary differentials wherever applied) and if otherwise eligible shall receive the allowances which are available to staff members generally. In addition, the Secretary-General is authorised at his discretion to grant in special cases a representation allowance up to an amount of \$US 1,500.

## Salary Scales - Director and Principal Officer and Professional Categories

### Annex I, Paragraph 4.

Except as provided in paragraph 6 of the present Annex, the salary scales for staff members in the Principal Officer and Director Category and in the Professional Category shall be as follows (subject to the Staff Assessment Plan at the rates laid down in General Assembly Resolution 239 (III) and to such changes as may be directed from time to time by the General Assembly, and to salary differentials wherever applied):

## SALARY SCALES

(Subject to the staff assessment plan at the rates laid down in General Assembly resolution 239 (III), to such changes as may be directed from time to time by the General Assembly and to salary differentials when applied)

	<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>	<u>Step VI</u>	<u>Step VII</u>	<u>Step VIII</u>	<u>Step IX</u>	<u>Step X</u>
	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>	<u>\$ US</u>
	<u>Principal Officer and Director Category</u>									
Principal Director	17,000	18,000								
Director	15,000	15,800	16,600	17,400						
Principal Officer	13,330	14,000	14,670	15,400	16,200	17,000				
	<u>Professional Category</u>									
Senior Officer	11,310	11,690	12,080	12,500	13,000	13,500	14,000	14,500	15,000	
First Officer	9,140	9,460	9,790	10,150	10,540	10,920	11,310	11,690	12,080	12,500
Second Officer	7,330	7,600	7,870	8,180	8,500	8,820	9,140	9,460	9,790	10,150
Associate Officer	5,750	6,000	6,270	6,530	6,800	7,070	7,330	7,600	7,870	
Assistant Officer	4,250	4,500	4,750	5,000	5,250	5,500	5,750	6,000		

Annex I, Paragraph 5.

Salary increments within the levels set forth in paragraph 4 of the present Annex shall be awarded annually on the basis of satisfactory service, provided that the period of satisfactory service required for increments to any salary step above \$15,000 shall be two years.

Annex I, Paragraph 6.

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

Rule 103.1

Salary Scales for Field Service Personnel

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

Salary Scales - General Service Personnel and Manual Workers

Annex I, Paragraph 7.

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

Rule 103.2

Salary Scales for General Service Personnel

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

Rule 103.3

Wage Rates for Manual Workers

The Secretary-General shall set wage rates and conditions of wage increments for manual workers at each established office and these rates and conditions shall be published in Appendix B.

Rule 103.4

Salary and Wages for Locally-Recruited Mission Personnel

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

Rule 103.5  
Non-Resident's Allowance

- (a) Staff members in the General Service category, who have been recruited from outside the country in which the duty station is located, or in respect of whom the United Nations assumes an obligation to repatriate, shall receive a non-resident's allowance at a rate and under conditions determined by the Secretary-General for the duty station, as shown in Appendix B provided that in no case shall the allowance be paid to a staff member whose nationality within the meaning of Rule 104.8 is that of the country of his duty station.
- (b) Members of the Field Service and staff members recruited specifically for service with a mission shall not be eligible for non-resident's allowance.
- (c) The non-resident's allowance shall be taken into account in determining Joint Staff Pension Fund, medical, and group insurance contributions; overtime and night differential compensation; cost of living adjustment, payments and indemnities on separation; and staff assessment.

Language Allowance

Annex I, Paragraph 8.

The Secretary-General shall establish rules under which an extra payment may be paid to staff members in the General Service Category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages, such payment to be equivalent to an additional step increment which would continue beyond the maximum of the salary level of the staff member concerned.

Rule 103.6  
Language Allowance

- (a) Any staff member in the General Service category or in the Field Service below level six who passes a test which shall be prescribed by the Secretary-General for this purpose and which shall be held not less than once each year, shall be paid a language allowance in accordance with paragraph 8 of Annex I to the Staff Regulations, provided that only one such allowance shall be paid to a staff member at any one time.
- (b) Staff members in receipt of a language allowance may be required to undergo further tests at intervals of not less than five years in order to demonstrate their continued proficiency in the use of two or more official languages.
- (c) The language allowance shall be taken into account in determining Joint Staff Pension Fund, medical, and group insurance contributions; overtime and night differential compensation, cost of living adjustment, payments and indemnities on separation; and staff assessment.

Salary Differentials

Annex I, Paragraph 9.

The Secretary-General may adjust the basic salary rates provided in paragraphs 1, 2, 3 and 4 for duty stations away from Headquarters, by the application of salary differentials which take into account relative costs of living, standards of living and related factors; provided that initial differentials shall be not less than 5 per cent with minimum adjustments

in multiples of 5 per cent, and provided further that these differentials shall be applied only to 75 per cent of base salaries.

Rule 103.7  
Salary Differentials

The Secretary-General shall set the rate of salary differential, if any, for each established office away from Headquarters, and notify the staff of such differential.

Rule 103.8  
Salary and Wage Increments

- (a) 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.
- (b) If a staff member with satisfactory service is changed to a lower salary level, his 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, his 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 he has been promoted more than he would have received without promotion, except where promotion to the lowest step of the level yields a greater amount. The step rate and date of salary increment in the higher salary level shall be adjusted to achieve this end.
- (ii) when, on promotion, a staff member becomes ineligible for payment of non-resident's allowance and/or language allowance which he has formerly been receiving, the amount he has been receiving for these allowances shall be added to his salary before promotion to establish his step rate and date of next salary increment under (i) above.

Rule 103.10  
Personal Allowances

- (a) In accordance with the provisions of paragraph 3 of Resolution 470 (V) adopted by the General Assembly on 15 December 1950, staff members who, on 31 December 1950, were serving under indeterminate, temporary indefinite or fixed-term appointments and whose salaries plus cost of living adjustment, if any, were above the ceilings of the new salary levels to which their posts were first assigned in 1951, shall, subject to efficiency, receive the difference as a pensionable personal allowance,

provided, however, that such an allowance shall not exceed the equivalent of three additional steps beyond the maximum of their new salary levels.

(b) Staff members who, on 31 December 1950, were serving under indeterminate, temporary indefinite or fixed-term appointments and who were proceeding to a maximum in their former grades higher than the maximum of the new salary level to which they were first assigned in 1951, shall, subject to efficiency, continue to receive salary increments on the basis of the new scales, until they have reached a point equal to the maximum of their former grades or a point equivalent to three steps beyond the maximum of their new salary levels, whichever is the lower. That portion of the salary payment which exceeds the maximum of the new salary level shall be considered as a pensionable personal allowance.

(c) Personal allowances shall be paid without time limit subject to satisfactory service and to adjustment or discontinuance, as appropriate, should the staff member be promoted.

#### Rule 103.11 Special Post Allowance

(a) Staff members shall be expected to assume, as a normal part of their work assignments and without extra compensation, the duties and responsibilities of higher level posts for short periods (such as during sessions of the General Assembly or conferences or during absences of other staff members on leave). If, however, they should be required to assume such higher duties and responsibilities for substantial periods of time, the Secretary-General may, in exceptional circumstances, authorise payment of a special non-pensionable post allowance provided that the following minimum conditions are fulfilled:

- (i) the staff member shall be fully qualified to undertake the duties and responsibilities of the higher level post and shall have demonstrated his ability to perform the work at this level during a period of not less than six months;
- (ii) the post to which the staff member is detailed shall be provided in the manning table and shall represent a clearly identifiable individual function.

(b) The amount of the special post allowance shall be approximately equivalent to the salary increase the staff member would have received had he been promoted to the next higher salary level. Payment of the allowance shall not be retroactive beyond the beginning of the first pay period following six months' service in the higher level post.

(c) In the case of staff members detailed or transferred from an established office for service with a mission who are required to assume the duties and responsibilities of post above their own level, a special post allowance may be paid for the duration of such service in a higher level provided that it extends beyond sixty days.

#### Rule 103.12 Overtime and Compensatory Time Off

(a) Staff members at Headquarters who are required to work in excess of forty hours during any one work week and who are otherwise eligible, shall be given additional payment or compensatory time off, in accordance with the following provisions:

- (i) Manual workers, guards, chauffeurs and reproduction machine operators in the General Service category shall be compensated for the overtime hours worked by an additional payment at the rate of one and one-half times the aggregate of their annual salary or wage, and their personal, language and non-resident's allowances and cost of living adjustment, if any.
- (ii) Other General Service staff members from the messenger through senior levels shall be given compensatory time off equal to the number of hours of overtime worked. Such time off shall be granted during the current or succeeding month in which the overtime is worked or within such longer period as the Secretary-General may specifically authorise for the Department, Bureau or Service concerned.

If time off cannot be granted without seriously hampering the operations of the unit to which the staff member is attached, he shall be compensated as provided in (i) above for the overtime hours worked.

- (iii) Work required to be performed on an official holiday shall be compensated in accordance with the provisions of (i) and (ii) above, provided, however, that the Secretary-General may require all staff members to work on a holiday which falls during a period of exigency. In this event, he shall set another working day to be observed as the holiday and no overtime payment or compensatory time off shall be granted in respect of work performed on the official holiday.
- (iv) Overtime payments shall be reckoned to the nearest hour and work periods of less than one-half hour shall not be considered.
- (b) Should the exigencies of the service permit and subject to prior approval, occasional compensatory time off for such periods as the Secretary-General may consider appropriate in the circumstances, may be granted to staff members in the principal level of the General Service category or in the Professional category, who have been required to work substantial or recurrent periods of overtime.
- (c) The Secretary-General shall set the conditions regarding overtime work and compensatory time off at each duty station away from Headquarters, including missions, and notify the staff of these conditions.
- (d) When members of the Field Service are serving at an established office they may be granted overtime payment or compensatory time off in accordance with the conditions applicable to that office for the equivalent levels of the General Service category.

#### Rule 103.13 Night Differential

- (a) Staff members at Headquarters shall receive, for any regular working hours between 6 p.m. and 9.30 a.m., a night differential at the rate of 10 percent of the aggregate of their salary or wage, and their personal, language and non-resident's allowances and cost of living adjustment, if any, provided that no such differential shall be paid for any part of a tour of duty that begins between 6 a.m. and 9.30 a.m.
- (b) The Secretary-General shall set the conditions regarding night-time tours of duty at each duty station away from Headquarters, including missions, and notify the staff of these conditions.

- (c) When members of the Field Service are serving at an established office they may be paid a night differential in accordance with the conditions applicable to that office.
- (d) Payments shall be reckoned to the nearest hour and work periods of less than one-half hour shall not be taken into consideration.
- (e) Night differential shall not be paid for the same work for which overtime payment or compensatory time off is allowed, nor for any hours when the staff member is on leave or in travel status.

Rule 103.14  
Salary Advances

- (a) Salary advances may be made to staff members under the following circumstances and conditions:
  - (i) upon departure for extended official travel or for approved leave involving absence from duty for two or more pay days in the amount that would fall due for payment during the anticipated period of absence;
  - (ii) in cases where staff members do not receive their regular pay cheque through no fault of their own, in the amount due;
  - (iii) upon separation, where final settlement or pay accounts cannot be made at the time of departure, subject to the advance not exceeding eighty 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, subject to the advance not exceeding two months' salary.
- (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, authorise an advance for any reason other than those enumerated above.
- (c) Salary advances, other than those referred to in (i), (ii) and (iii) above, shall be liquidated at a constant rate as determined at the time the advance is authorised, 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 is entitled shall not receive retroactively such allowance, grant or payment unless he 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, or
- (ii) in every other case, within one year following the date on which he would have been entitled to the initial payment.

Rule 103.16  
Pensionable Remuneration

Pensionable remuneration within the meaning of the Regulations for the United Nations Joint Staff Pension Fund shall consist of the aggregate

of the approximate net equivalent after application of staff assessment, of the following payments:

- (i) Salary or wage (as specified in para. 4. of Annex I to the Staff Regulations and in Rules 103.1, 103.2 and 103.3);
- (ii) Personal Allowance (as specified in Rule 103.10);
- (iii) Language Allowance (as specified in Rule 103.6);
- (vi) Non-resident's Allowance (as specified in Rule 103.5).

Rule 103.17  
Staff Assessment

(a) In accordance with General Assembly Resolution 359 (IV), the following payments made to staff members shall be subject to an assessment at the rates and under the conditions specified in this rule:

- (i) salaries and wages, including increments;
  - (ii) personal allowance;
  - (iii) language allowance;
  - (iv) non-resident's allowance;
  - (v) special post allowance;
  - (vi) overtime compensation;
  - (vii) night differential;
  - (viii) cost of living adjustment;
  - (ix) children's allowance;
  - (x) payments upon separation, including termination indemnity payment under Rule 109.4, payment for accumulated annual leave under Rule 109.8, and repatriation grant under Rule 109.5;
  - (xi) compensation equivalent to salary and allowances under Rule 106.4.
- (b) The assessment shall be calculated in accordance with the following rates:

<u>Total Assessable Payments</u>	<u>Assessment</u>
Not exceeding \$4,000 per year	15%
Next \$2,000 per year	20%
" 2,000 " "	25%
" 2,000 " "	30%
" 2,000 " "	35%
" 3,000 " "	40%
Remaining assessable payments	50%

(c) If a staff member is not employed by the United Nations for the whole of a calendar year or receives a change in the annual rate of payments made to him, the rate of assessment shall be governed by the annual rate of each payment made to him.

(d) No part of assessment collected shall be refunded to a staff member separated during the calendar year.

(e) In calculating the assessment under (b), an exemption from assessable payments shall be granted in respect of children's allowance paid by the United Nations.

(f) Credits shall be deductible from the assessment under (b) at the rates and under the conditions specified below:

- (i) a maximum annual credit of \$200 for either a wife, or a dependent husband, or a dependent child;
- (ii) a maximum credit of \$100 for either a dependent parent, brother, sister, or incapacitated child over 16 years of age;
- (iii) a credit shall not be granted under both (i) and (ii);

- (iv) if both husband and wife are staff members, the husband shall be allowed a credit under (i) and the wife may only claim a credit under (ii);
- (v) credits shall be claimed annually in writing and supported by evidence satisfactory to the Secretary-General, including the staff member's certification that a person in respect of whom a credit is claimed is dependent upon him for main and continuing support;
- (vi) in the year in which the circumstances giving rise to the claim first occur, the credit shall be limited to the appropriate portion of that year;
- (vii) the credits provided under this paragraph may be reduced in cases where salaries are paid at locality rates which diverge widely from the Headquarters salary scales.
- (g) Where it is deemed necessary and expedient, staff members engaged at locality rates, such as those serving with missions or smaller branch offices of the United Nations, may be excluded from the Staff Assessment Plan.

#### 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 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.
- (b) Deductions from salaries, wages and other emoluments may also be made for the following purposes:-
  - (i) for contributions, other than to the United Nations Joint Staff Pension Fund, for which provision is made under these rules;
  - (ii) for indebtedness to the United Nations;
  - (iii) for indebtedness to third parties when any deduction for this purpose is authorised by the Secretary-General.

Regulation 3.2: The Secretary-General shall establish a scheme for the payment of children's allowances and education grants under the conditions specified in Annex IV to the present regulations.

#### Children's Allowances

##### Annex IV, Paragraph 1.

Full-time members of the staff, with the exception of those specifically excluded by resolution of the General Assembly, shall be entitled to a children's allowance of (US) \$200 per annum in respect of each child under the age of eighteen years, or, if the child is in full-time attendance at a school or a university (or similar educational institution), or is totally disabled, under the age of twenty-one years; provided that, if both parents are members of the staff of the United Nations, only one allowance will be paid in respect of each of their children; and provided further that, where the Secretary-General deems it advisable, no allowance or an allowance of an amount other than (US) \$200 may be paid under special circumstances, as for example, short-term assignments or assignments

at duty stations where the levels of United Nations salary scales are fixed at levels varying from the Headquarters scale.

Rule 103.19  
Children's Allowances

(a) Children's allowances shall be paid to all eligible staff members at Headquarters, (excepting Assistant Secretaries-General), and to all eligible members of the Field Service in accordance with the provisions of paragraph 1 of Annex IV, to the Staff Regulations.

(b) The Secretary-General shall set the rates at which children's allowance is payable at each duty station away from Headquarters. In the case of missions, the Secretary-General shall determine whether a children's allowance shall be paid to personnel specifically recruited for service with the mission from within the general area of the mission; and if so, shall set the terms and conditions of the allowance. The Secretary-General shall notify the staff of his decision.

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

Education Grant

Annex IV, Paragraph 2.

Each full-time member of the staff, with the exception of those specifically excluded by resolution of the General Assembly, entitled to receive a children's allowance under paragraph 1 above, who is employed by the United Nations in a country other than his own country, as specified in his letter of appointment, shall be entitled to the following education grant:

(a) The sum of (US) \$200 per annum for each child, in respect of whom a children's allowance is payable, in full-time attendance at a school or a university in his home country; provided that where a child attended such an educational institution for a period of less than two-thirds of any one scholastic year, the allowance shall be reduced to such proportion of (US) \$200 as the period so attended bears to a full scholastic year;

(b) Once in each scholastic year the travelling expenses of the outward and return journey of such a child by a route approved by the Secretary-General;

(c) Should staff members elect to send their children to special national schools in the area where they are serving, including international schools organised for children of United Nations staff members, rather than to schools in their home countries, the United Nations will pay for each child otherwise eligible for the education grant, a grant equal to the difference between the cost of education at the special school which he attends and the cost at a comparable school attended by children of persons normally resident in the area, provided that the grant shall not exceed \$200 per year. This grant shall be payable only when there is a valid reason for the child not to attend school in the home country; for instance, in the case of children under thirteen years of age

or when the health of the child is such that return to the home country is not feasible;

(d) If both parents are members of the staff of United Nations only one grant will be paid in respect of each of their children.

Rule 103.20  
Education Grant

(a) Staff members shall be responsible for notifying the Secretary-General, in writing, of claims for education grant and shall be required to support them by documentary evidence satisfactory to the Secretary-General.

(b) Transportation expenses of the outward journey, from the staff member's official duty station, and of the return journey, from the school or university in his own country, shall be payable only after the child has attended the school or university for at least two-thirds of the scholastic year. Expenses for the outward journey may be advanced, however, at the time travel begins, upon certification by the staff member that attendance for the required period is intended. Provided the parent is a staff member at the time the return journey commences, advance payment of the expenses of that journey may also be made. Such expenses shall not include any allowances for subsistence.

(c) In order that unreasonable frequency of journeys may be avoided, due regard shall be had, in authorising travel for education purposes, to travel recently undertaken or likely soon to be undertaken, under other provisions of these rules, by a staff member and his dependents.

(d) Members of the Field Service and staff members recruited specifically for service with a mission shall not be eligible for education grant benefits under paragraph 2 of Annex IV to the staff regulations.

Annex IV, Paragraph 3.

The Secretary-General may decide in each case whether allowances or grants under paragraphs 1 and 2 above shall extend to adopted children or step-children.

Rule 103.21  
Salary and Allowances during Mission Service

(a) Any salary differential or cost of living adjustment applicable at an established office shall continue to apply in the case of staff members detailed or transferred from that office to a mission.

(b) Staff members who are detailed or transferred from an established office for service with a mission, members of the Field Service, and staff members recruited specifically for service with a mission from outside the area of the mission, shall receive a mission subsistence allowance under rates and conditions set by the Secretary-General for the mission. Such persons who have a dependent wife or dependent husband and/or dependent children shall receive a higher rate of mission subsistence allowance than persons not having such dependents. 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 by the United Nations. The allowance shall not be paid concurrently with any travel subsistence allowance under rule 107.15 or with non-resident's allowance under Rule 103.5.

(c) The Secretary-General may pay a clothing allowance to staff members who are detailed or transferred from an established office for service with a mission and to staff members recruited specifically for service with a mission from outside the area of the mission, if the mission is 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.

## CHAPTER IV

### Appointment and Promotion

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

## ANNEX II

### Letters of Appointment

- (a) The letter of appointment shall state:
- (i) that the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes which may be duly made in such regulations and rules from time to time;
  - (ii) the nature of the appointment;
  - (iii) the date at which the staff member is required to enter upon his duties;
  - (iv) the period of appointment, the notice required to terminate it and period of probation, if any;
  - (v) the category, level, commencing rate of salary, and if increments are allowable, the scale of increments, and the maximum attainable;
  - (vi) any special conditions which may be applicable.
- (b) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

### Rule 104.1

#### Letter of Appointment

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

Rule 104.2  
Effective Date of Appointment

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

Rule 104.3  
Re-employment

- (a) A former staff member who is re-employed shall either be given a new appointment or, if he is re-employed within twelve months of being separated from service or within any longer period following retirement on disability under the Joint Staff Pension Fund Regulations, he may be reinstated in accordance with the provisions of paragraph (b) hereunder. In the event of his being given a new appointment, its terms shall be fully applicable without regard to any former period of service. In the event of his being reinstated, it shall be so stipulated in his letter of appointment.
- (b) On re-instatement the staff member's services shall be considered as having been continuous, and he shall return to the United Nations any monies he received on account of separation, including termination indemnity under Rule 109.4, repatriation grant under Rule 109.5, and payment for accrued annual leave under Rule 109.8. The interval between separation and re-instatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's sick leave credit under Rule 106.2, at the time of separation shall be re-established; his participation, if any, in the Joint Staff Pension Fund shall be governed by the Regulations of that Fund.

Rule 104.4  
Notification by Staff Members

Staff members shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the staff regulations and staff rules or of completing administrative arrangements in connection with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status, information relevant to home leave, and designation of beneficiary. They shall be responsible also, for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under staff regulations and staff rules.

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

Rule 104.5  
Geographical Distribution

Recruitment on as wide a geographical basis as possible, in accordance with the requirements of Staff Regulation 4.2, shall not apply to posts in the General Service category or in similar salary levels, except the principal level of that category at Headquarters.

Rule 104.6  
Local Recruitment

- (a) Staff members at Headquarters who have been recruited to serve in posts classified in the Manual Worker category or in the General Service category from the messenger through the senior level, shall be regarded as having been locally recruited unless:
- (i) they have been recruited from outside the area of the duty station, or
  - (ii) their entitlement to one or more of the allowances or benefits indicated under Rule 104.7 has been duly established by the Secretary-General, or
  - (iii) the post for which the staff member has been recruited is one which, in the opinion of the Secretary-General, it would otherwise have been necessary to fill by recruitment from outside the area of the duty station.
- (b) A staff member at Headquarters who is regarded as having been locally recruited in accordance with the provisions of (a) above, shall cease to be so regarded from the date on which he is (i) reclassified to the Professional category, or (ii) promoted to the principal level of the General Service category, or (iii) reassigned, after an appropriate examination, to a post within the General Service category which, in the opinion of the Secretary-General, it would otherwise have been necessary to fill by recruitment from outside the area of the duty station.
- (c) The Secretary-General shall set the conditions under which staff members shall be regarded as local recruits for the purposes of these rules at each duty station away from Headquarters, including missions, and shall notify the staff of these conditions.
- (d) 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 as having been locally recruited under the provisions of Rule 104.6 shall be considered as having been internationally recruited and entitled, if not excluded by paragraph (b) hereunder and if otherwise eligible under the relevant Regulations and Rules, to the allowances and benefits designed for international recruitment including non-resident's allowance, education grant, home leave, repatriation grant, travel expenses on initial recruitment and on separation for themselves and their dependents and removal of household effects.
- (b) Members of the Field Service and staff members recruited specifically for mission service shall not be eligible for non-resident's allowance, education grant benefits or removal of household effects.

Rule 104.8  
Nationality

- (a) In the application of Staff Regulations and Rules, the United Nations shall not recognise 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.

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

Rule 104.9  
Appointments and Promotion Boards

One or more Appointments and Promotions Boards shall be established by the Secretary-General to advise him concerning the appointment and promotion of staff members to posts below the level of Director, and on the granting of permanent appointments.

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: husband, wife, father, mother, son, daughter, brother or sister.
- (b) Staff members who bear any of the relationships specified in (a) above shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.
- (c) If two staff members marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant staff rules; their appointment status shall not, however, be affected.

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

Rule 104.11  
Promotion

- (a) A promotion, within the meaning of the rules, shall be the advancement of a staff member to a higher salary level.
- (b) All vacancies in established posts at the Senior Officer level and below which are to be filled by the promotion of a staff member or by a new appointment, shall be advertised to the staff except (i) those which can be filled from a list established by an Appointments and Promotion

Board, and (ii) such specified vacancies as the Secretary-General may, from time to time decide should be filled by the appointment of an outside candidate of a numerically under-represented nationality.

(c) A staff member shall be eligible at any time for promotion to any post for which he is qualified, except that at Headquarters the minimum period of service at any salary level before which a staff member will be considered for promotion to a higher salary level shall be one year for those at the Principal level of the General Service category or in the Professional category and above, and six months for all other staff members. This requirement may be waived by the Secretary-General in the case of a staff member's first promotion following appointment.

**Regulation 4.5:** Appointments of Assistant Secretaries-General, Principal Directors and officials of comparable status shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with these regulations as the Secretary-General may prescribe.

**Rule 104.12**  
**Permanent Appointments**

- (a) Permanent appointments shall be subject to confirmation after a probationary period, and to subsequent review every five years on grounds of efficiency, competence and integrity.
- (b) The probationary period for a permanent appointment shall normally be two years provided that prior full-time satisfactory service under a temporary appointment shall be credited towards the probationary period.
- (c) Permanent appointments shall not be granted to persons who are more than 55 or less than 25 years of age.

**Rule 104.13**  
**Temporary Appointments**

- (a) Temporary appointments shall include:
  - (i) temporary-indefinite appointments, having no expiration date specified in the letter of appointment,
  - (ii) fixed-term appointments, having an expiration date specified in the letter of appointment,
  - (iii) mission appointments, which shall not extend beyond the period of the mission for which the staff member was recruited.

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

**Rule 104.14**  
**Medical Examination for Mission Service**

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

## CHAPTER V

### Annual and Special Leave

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

#### Rule 105.1 Annual Leave

- (a) Staff members serving at established offices, members of the Field Service, and staff members recruited specifically for service with a mission from outside the area of the mission, shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of Rule 105.2(d) provided that no leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under Rule 106.4.
- (b) Annual leave may be taken in units of days and half-days. All arrangements as to leave shall be subject to the exigencies of the service which may require that leave be taken by a staff member during a period designated by the Secretary-General. Leave may be taken only when authorised but the personal circumstances and preferences of the individual staff member shall as far as possible be considered.
- (c) Annual leave may be accumulated provided that not more than sixty days of such leave shall be carried forward beyond 1 March of any year.
- (d) Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if he has no accrued annual leave, it shall be considered as unauthorised and pay and allowances shall cease for the period of such absence.
- (e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced. Advance annual leave shall not be combined with advance sick leave.
- (f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission, and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Regulation 5.2: Special leave may be authorised by the Secretary-General in exceptional cases.

#### Rule 105.2 Special Leave

- (a) Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the United Nations, in cases of extended illness, or for other important reasons for such period as the Secretary-General may prescribe.
- (b) A staff member other than one recruited specifically for a mission who has completed one year of continuous service and who is called upon to serve in the armed forces of the State of which he is a national, whether

for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with the terms and conditions specified in Appendix C to these rules.

(c) Special leave without pay shall normally be granted only after all accrued annual leave has been exhausted.

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

### Home Leave

**Regulation 5.3:** Eligible staff members shall be granted home leave once in every two years. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.

#### Rule 105.3 Home Leave

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

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

- (i) while performing his official duties he continues to reside in a country other than that of which he is a national or, in the case of a staff member who is a native of a non-metropolitan territory of the country of his duty station and who maintained his normal residence in such non-metropolitan territory prior to appointment, he continues to reside, while performing his official duties, outside such territory;
  - (ii) his service is expected by the Secretary-General to continue at least six months beyond the date of his return from any proposed home leave, on the understanding that in the case of the first home leave his service is also expected to continue at least six months beyond the second anniversary of his date of appointment and that in every other case his service is also expected to continue at least six months beyond the second anniversary of the date of departure on his previous home leave.
- (c) Staff members whose eligibility under (b) above is established at the time of their appointment shall begin to accrue service credit toward home leave from that date. Staff members who, subsequent to appointment, acquire home leave entitlement as a result of change of duty station, promotion or reassignment shall begin to accrue such service credit from the effective date thereof.

- (d) The place of home leave shall be determined at the time of initial appointment or entitlement, in accordance with the following provisions:
- (i) Subject to such exceptions as may be authorised under sub-paragraph (iii) hereunder, a staff member's home country for the purpose of this rule, shall be the country of which he is being treated as a national under the provisions of Rule 104.8;
  - (ii) a staff member who has served with another public international organisation immediately preceding his appointment shall have the place of his home leave determined as though his entire previous service with the other international organisation had been with the United Nations;
  - (iii) The Secretary-General, in exceptional and compelling circumstances, may authorise as the home country, for the purposes of this rule, a country other than the country of nationality. A staff member requesting such authorisation will be required to satisfy the Secretary-General that he maintained his normal residence in such other country for a prolonged period preceding his appointment, that he continues to have close family or personal ties in that country and that his taking home leave there would not be inconsistent with the purposes and intent of Staff Regulation 5.3.
  - (iv) The place of residence of the staff member within his home country shall be the place with which the staff member had the closest residential ties during the period of his most recent residence in his home country.
- (e) The first home leave of an eligible staff member shall fall due in the second calendar year after the one in which he is appointed or in which entitlement is acquired. Subsequent home leave shall fall due every second year after the one in which the first such leave is authorised. Home leave may be taken, subject to the exigencies of the service, 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 twelve months of qualifying service have been completed or that not less than twelve months have elapsed since the date of return from his 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 home leave beyond the calendar year in which it falls due, he shall not be entitled to take his 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 next and succeeding home leave entitlements provided that not less than twelve months elapse between the date of the staff member's return from the delayed home leave and the date of his next home leave departure.
- (h) A staff member may be required to take his 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 family.
- (i) Subject to the conditions specified in Chapter VII of these rules, a staff member shall be entitled to claim in respect of authorised travel on home leave, travel time and expenses for himself and eligible dependents

for the outward and return journeys between his official duty station and the place of residence in his home country.

(j) Travel of dependents 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 dependents from travelling together.

(k) If both husband and wife are staff members eligible for home leave, the wife shall have the choice either of exercising her own home leave entitlement or of accompanying her husband. If she accompanies her husband she shall be allowed travelling time not exceeding that which would have been authorised had she chosen to exercise her own home leave entitlement.

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

## **CHAPTER VI**

### **Social Security**

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

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

#### **Rule 106.1** **Mission Personnel**

Staff members who have been recruited specifically for service with a mission shall not be eligible for participation in the Joint Staff Pension Fund unless eligibility for such participation is granted in the letter of appointment.

#### **Rule 106.2** **Sick Leave**

(a) Staff members serving at established offices, members of the Field Service, and staff members recruited specifically for service with a mission from outside the general area of the mission, who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements, may be granted sick leave with full pay in accordance with the following provisions:

- (i) All sick leave must be authorised by the Secretary-General.
- (ii) Subject to the provisions of Rule 105.2(d), at the beginning of each year of service each staff member shall be credited with 25 working days against which authorised absences on sick leave shall be debited.

- (iii) Unused sick leave within this limit shall be carried forward at the end of each year provided that the total credit available to a staff member shall not at any time exceed 125 working days.
- (iv) 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.
- (v) Except with the special 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 he is unable to perform his 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. On receipt of such certificate, the Secretary-General shall decide whether sick leave should be granted.
- (vi) After a staff member has taken periods of non-certified sick leave totalling seven working days within a calendar year, any additional sick leave within that year shall either be supported by a medical certificate, or be deducted from annual leave or charged as special leave without pay.
- (vii) A staff member may be required at any time to submit a medical certificate as to his 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 his duties.
- (viii) A staff member shall not, whilst on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.
- (ix) When there is a serious difference of opinion on the medical facts relating to a staff member's ability to perform his duties, the Secretary-General may, if he believes the circumstances warrant it, refer the matter to an independent medical practitioner or to medical board for advice.
- (b) When sickness of ten or more consecutive working days occurs within a period of annual leave, including home leave, sick leave may be authorised by the Secretary-General on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his request for sick leave together with supporting certificate or other evidence as soon as practicable, and in any event immediately on his return to duty.
- (c) A staff member whose allowable sick leave and annual leave are exhausted may be granted an advance of sick leave up to a maximum of 25 working days, provided he has completed one year of service and up to a maximum of 50 working days provided he has completed two years of service.
- (d) A staff member shall immediately notify the United Nations Medical Officer of any case of contagious disease occurring in his household or of any quarantine order affecting his household. A staff member who, as a result of these circumstances, is directed not to attend the office shall receive his full salary and other emoluments for the period of authorised absence.

(e) The Secretary-General shall set the terms and conditions under which sick leave may be granted to staff members recruited specifically for service with a mission from within the general area of the mission, and notify the staff of these terms and conditions. The terms and conditions will be set with due regard to local practices in the area of the mission concerned, and will be subject to a maximum rate of one and one-half days a month.

#### Rule 106.3 Maternity Leave

- (a) Except for staff recruited specifically for a service with a mission, a staff member who will have served continuously for two years at the anticipated time of confinement:
- (i) shall be entitled to absent herself from her duties until the date of confinement upon producing an acceptable medical certificate that her confinement will probably take place within six weeks.
  - (ii) shall not be permitted to work during the six weeks following confinement.
  - (iii) shall receive maternity leave on full pay for the entire duration of her absence in accordance with (i) and (ii) above. No mistake on the part of the doctor or midwife as to the date of the confinement shall prevent the staff member from receiving full pay to the actual date of confinement.
- (b) A staff member who will have served continuously for less than two years but more than one year at the anticipated time of confinement shall be subject to the provisions of paragraph (a), except that she shall receive maternity leave on half pay for the entire duration of her absence in accordance with (i) and (ii) of paragraph (a).
- (c) A staff member with less than one year of continuous service at the anticipated time of confinement shall be given her accrued annual leave, and on her request, special leave without pay for the balance of her absence in accordance with (i) and (ii) of paragraph (a).
- (d) Sick leave shall not normally be granted for maternity cases except where serious complications arise.
- (e) Return to duty after maternity leave shall be approved by the United Nations Medical Officer on the basis of a medical certificate.
- (f) Continuity of service shall not be considered as broken 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 calendar month in such status shall not affect the ordinary rates of accrual.
- (g) Absence from duty prior to confinement shall not be obligatory, but a staff member who anticipates being confined within six weeks shall submit a medical certificate stating that she is fit for duty.

#### Rule 106.4 Compensation for Death, Injury or other Disability Attributable to Service

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

## CHAPTER VII

### Travel and Removal Expenses

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

#### Rule 107.1

##### Official Travel of Staff Members

- (a) Subject to the conditions laid down in these rules, the United Nations shall pay the travel expenses of a staff member under the following circumstances:
- (i) on initial appointment, provided the staff member is considered to have been internationally recruited under Rule 104.7;
  - (ii) when required to travel on official business;
  - (iii) on change of official duty station, as defined in Rule 101.4;
  - (iv) on home leave, in accordance with the provisions of Rule 105.3;
  - (v) on separation from service, in accordance with the provisions of Article IX of the Staff Regulations and Chapter IX of the Staff Rules.
- (b) Under sub-paragraph (v) of paragraph (a) above, the United Nations shall pay the travel expenses of a staff member to the place from which he was recruited or, if he had an appointment for a period of two years or longer or had completed not less than two years of continuous service, to the place recognised as his home for the purposes of home leave under Rule 105.3. Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.

#### Rule 107.2

##### Official Travel of Dependents - Established Offices

- (a) Subject to the conditions laid down in these rules, the United Nations shall pay, in the case of service at an established office, the travel expenses of a staff member's eligible dependents under the following circumstances:
- (i) on the initial appointment of a staff member who is considered to have been internationally recruited, under the provisions of Rule 104.7 provided the appointment is for a period of one year or longer;
  - (ii) following completion by the staff member of not less than one year of continuous service, provided his services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his dependents commences;
  - (iii) on change of official duty station, provided the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his dependents commences;
  - (iv) on home leave, in accordance with the provisions of Rule 105.3;
  - (v) on separation of a staff member from service, provided his appointment was for a period of one year or longer or he had completed not less than one year of continuous service;

- (vi) on education grant journeys authorised under the provisions of Annex IV to the Staff Regulations and of the rules issued thereunder.
- (b) Under sub-paragraphs (i) and (ii) of paragraph (a) above, the United Nations shall pay the travel expenses of a staff member's eligible dependents either from the place of recruitment or from the place recognised as his home for the purposes of home leave. Should a staff member wish to bring any eligible dependents to his 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 sub-paragraph (v) of paragraph (a) above, the United Nations shall pay the travel expenses of a staff member's eligible dependents from his official duty station to the place to which he is entitled to be returned, in accordance with the provisions of Rule 107.1.

### Rule 107.3 Official Travel of Dependents - 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 dependents to and from the mission area provided that:
  - (i) The staff member is detailed or transferred from an established office or has been recruited specifically for the mission from outside the area of the mission; and
  - (ii) The staff member is detailed, 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; and
  - (iii) The staff member's services are expected to continue in the mission area beyond six months after the beginning date of the dependents' travel, and the dependents are expected to remain in the mission area for the major part of the staff member's assignment; and
  - (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 dependents; and
  - (v) The staff member assumes responsibility for providing living accommodations for his dependents.
  - (vi) Normally a wife and/or dependent children of a member of the Field Service shall not be authorised to travel to the mission area before the staff member concerned has completed one year of service.
- (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 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 return from home leave shall not normally be entitled to payment of return travel expenses for himself or his dependents. The Secretary-General may, however, authorise such payment if he is satisfied there are compelling reasons for so doing.

(b) Entitlement to return travel expenses shall cease if travel has not commenced within six months after the date of separation.

Rule 107.5  
Eligible Dependents

(a) Dependents, for the purposes of official travel, shall be deemed to comprise a wife or dependent husband in respect of whom credits are deductible for staff assessment under Rule 103.17 and children in respect of whom a children's allowance is payable under Rule 103.19, or in respect of whom such an allowance would be payable if, under the staff regulations, the staff member concerned was not specifically excluded from entitlement. A son or daughter of more than 21 years of age may also be considered a dependent for travel purposes if totally disabled.

(b) The Secretary-General may, in the following circumstances, authorise payment of the travel expenses of a child for a reasonable period, but not to exceed one year, beyond the age when dependency status would cease under the relevant Regulations and Rules:

- (i) in connection with the education grant, one trip may be authorised to the staff member's official duty station, from the place at which the child has been attending school or university;
- (ii) for repatriation purposes, one trip may be authorised from the staff member's official duty station to the place to which he or his dependents are entitled to be returned.

Rule 107.6  
Authority for Travel

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

Rule 107.7  
Travel Expenses

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

- (i) Transportation expenses (i. e. carrier fare),
  - (ii) Terminal expenses,
  - (iii) Transit expenses,
  - (iv) Travel subsistence allowance,
  - (v) Necessary additional expenses incurred during travel.
- (b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 107.8  
Route, Mode and Standard of Transportation

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

(b) Travel subsistence or other entitlements, including travel time shall be limited to the amount allowable for a journey by the approved route,

mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

#### Rule 107.9

##### Route and Mode of Travel

- (a) Travel shall be by the most direct and economical route and mode of transportation unless it is established to the satisfaction of the Secretary-General that the use of an alternative route or mode of transportation is in the best interests of the United Nations. In selecting an approved route or routes for a particular journey, the Secretary-General shall have regard to such factors, in addition to basic transportation costs, as the duration of travel time involved, the cost of subsistence and other travel allowances, availability of appropriate accommodations and the frequency and reliability with which departures and arrivals are scheduled.
- (b) There shall be issued from time to time lists of approved travel routes between Headquarters, other established offices, mission areas and those cities most commonly visited in the course of travel on official business and home leave. Such lists shall show, in addition to approved routes and mode of travel for specific journeys, the standards of accommodation, maximum travel time, and allowances for terminal and transit expenses as provided for under these rules.
- (c) When, in accordance with the provisions of (a) above, travel by air is designated as the normally approved mode of transportation for a particular journey, staff members may be authorised to travel by surface means if, in the opinion of the Secretary-General, there are special reasons.
- (d) When, in accordance with the provisions of (a) above, travel by surface means is designated as the normally approved mode of transportation for a particular journey, staff members may, notwithstanding such designation, be authorised to travel by air if the exigencies of the service so require or if, in the opinion of the Secretary-General, there are special reasons for granting such authorisation.

#### Rule 107.10

##### Standards of Accommodation

- (a) For official travel, other than travel on home leave, accommodations shall be provided in accordance with the following general standards:
- (i) when the approved travel is by air, it shall normally be by regular first-class flight, provided that, in the case of travel on official business, sleeper accommodation may be authorised, when available, if, in the opinion of the Secretary-General, the circumstances so warrant.
  - (ii) when approved travel is by sea, first-class accommodations with suitable facilities, or their equivalent, shall be provided.
- (b) For official travel on home leave, accommodations shall be provided in accordance with the following general standards:
- (i) when approved travel is by air, it shall normally be by regular first-class flights. Staff members who elect to travel on 'extra-fare' or 'de-luxe' flights shall be required to reimburse the United Nations for the extra costs incurred.
  - (ii) when approved travel is by sea, staff members in the level of Principal Officer and above shall normally be provided with first-

class accommodations, and other staff members with cabin-class accommodations, or their respective equivalent.

(c) In the case of all official travel by train, staff members shall be provided with appropriate accommodations including, where necessary, suitable sleeper or other facilities.

(d) Dependents authorised to travel at United Nations expense shall be allowed accommodations appropriate to the staff member's status except that a child travelling in connection with an education grant shall not be allowed accommodations in excess of cabin class or its equivalent when approved travel is by sea.

(e) The United Nations shall pay only for accommodations actually authorised and used.

#### Rule 107.11 Travel by Automobile

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

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

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

(d) The total of mileage rate reimbursement and travel subsistence allowance which a staff member may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he would have been entitled had he and his eligible dependents travelled by regular express train.

#### Rule 107.12 Purchase of Tickets

(a) Unless the staff member concerned is specifically authorised to make other arrangements, all tickets for transportation involving official travel of staff members and entitled dependents shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the staff member himself, either prior or subsequent to actual travel, in exchange for United Nations Transportation Orders duly issued to him.

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

Rule 107.13  
Terminal Expenses

(a) For each authorised outward journey, and for each authorised return journey, a staff member shall receive a flat amount of \$6 for terminal expenses. This amount shall be deemed to cover expenditures for taxicabs or other means of public conveyance, transfer of baggage, and other incidental charges.

(b) If dependents are authorised to travel at United Nations expense, a flat amount of \$2 shall be paid on behalf of each such dependent, for each outward and each return journey.

(c) Any additional expenses for local transportation which a traveller is obliged to incur between the point of departure and arrival at the destination or return to official duty station, may be reimbursed at conclusion of travel in accordance with the provisions of Rule 107.19 (Miscellaneous Travel Expenses).

Rule 107.14  
Expenses while in Transit

(a) Travel subsistence allowance, as provided under Rule 107.15 shall not be payable during travel by sea. A staff member authorised to travel by sea shall be entitled to a fixed amount to cover such expenditures as he will normally be obliged to incur on board ship. The amount shall be determined in advance by the Secretary-General for specified journeys, in accordance with paragraph (b) of Rule 107.9, taking into account cost of fares and the number of dependents accompanying the staff member at United Nations expense.

(b) When the authorised mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in Rules 107.5 through 107.8, and provided that in the case of travel other than on official business a maximum of three days travel time shall be allowed in respect of any specific journey.

Rule 107.15  
Travel Subsistence Allowance

(a) Except during travel by sea, and subject to reduction under Rule 107.17 and to the application of a special rate under Rule 107.16, a staff member when authorised to travel at United Nations expense, shall receive the appropriate daily subsistence allowance as specified hereunder:

Applicable to	Group 1	Group 2	Group 3
Assistant Secretaries-General	\$20.00	\$16.00	
Principal Directors	15.00	12.00	\$Special
Staff members in the level of Second Officer and above	12.50	10.00	Minimum Rates
Staff members below the level of Second Officer	10.00	8.00	

Group 1 rates shall apply for all areas, other than those which are designated as belonging to Groups 2 or 3.

Group 2 rates shall apply in the case of stop-overs of more than 24 hours

in areas of relatively lower subsistence cost, as designated by the Secretary-General from time to time by administrative instruction or other appropriate means.

Group 3 rates, which shall be established by the Secretary-General as necessary and notified by administrative instruction or other appropriate means, shall apply in the case of a limited number of specific areas where special and exceptional conditions are deemed to prevail. Where Group 1 rates are higher, they shall apply in lieu of Group 3 rates.

(b) The Secretary-General may, in exceptional and compelling circumstances, authorise payment of the next higher rate of travel subsistence allowance but not in excess of \$15 per day to a staff member who is required to accompany a Principal Director or more senior official and whose official duties while in travel status, require that his additional living expenses be established at the higher rate.

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

(d) When dependents of a staff member are authorised to travel at United Nations expense, he shall be paid an additional travel subsistence allowance on behalf of each such dependent at the rate of \$US 10.00 a day in the case of Assistant Secretaries-General and \$US 6.00 a day in the case of other staff members, provided that no such allowance shall be payable in respect of travel by sea and travel undertaken in accordance with the provisions of Rule 103.20 (Education Grant).

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

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

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

#### Rule 107.16

##### Special Rates of Travel Subsistence Allowance

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

#### Rule 107.17

##### Reduced Rates of Travel Subsistence Allowance

In the case of staff members without dependents residing with them at their official duty station, the daily rate of subsistence allowance established under Rule 107.15 shall be subject to a reduction of \$3.00 after they have received the allowance for 60 days.

Rule 107.18  
Computation of the Travel Subsistence Allowance

- (a) Except during travel by sea, subsistence allowance shall be paid, at the rates and under the conditions prescribed in Rule 107.15 for each calendar day or fraction thereof exceeding 12 hours during which a staff member or his dependents are in official travel status; provided that a full day's allowance at the appropriate rate shall be paid for the day on which travel is commenced (including return journey from home leave) and that no allowance shall be paid for the day on which travel is concluded.
- (b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided the traveller remains in official travel status for more than 12 hours thereafter. No allowance shall be paid for the day on which embarkation takes place.
- (c) If more than one rate should apply during the course of any one day, the rate applicable to the major portion of the day shall be paid for the entire day. If the traveller completes his travel on the same day as he commenced it, the rate applicable for the area of the destination shall be paid for that day. No allowance shall be paid when a traveller returns to his official duty station within 12 hours after departure.
- (d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel, or airplane used by the traveller actually leaves or arrives at its regular terminal.

Rule 107.19  
Miscellaneous Travel Expenses

Necessary additional expenses, incurred by a staff member in connection with the transaction of official business or in the performance of authorised travel, shall be reimbursed by the United Nations after completion of travel provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts which shall normally be required for any expenditures in excess of \$2.00. Such expenses, for which advance authorisation shall be obtained to the extent practicable, shall normally be limited to:

- (i) hire of local transportation other than those provided for under Rule 107.13;
- (ii) telephone, telegraph, radio and cable messages of official business;
- (iii) excess baggage charges as provided for under Rule 107.21;
- (iv) hire of room for official use;
- (v) stenographic or typewriting services or rental of typewriters in connection with the preparation of official reports or correspondence;
- (vi) transportation or storage of baggage or property used on official business.

Rule 107.20  
Installation

- (a) Except for mission service, when a staff member is required to travel at United Nations expense in connection with his initial appointment or change of official duty station, he shall be paid, subject to the conditions

set forth hereunder, travel subsistence allowance at the rate prescribed in Rule 107.15 for staff members and eligible dependents, for a period of 30 days following arrival at the duty station to which he is required to report. Such payment shall represent the total compensation payable by the United Nations for the initial extraordinary living costs incurred by a staff member and his dependents during the period immediately following his entry on duty or change of official duty station.

(b) The Secretary-General may, in his discretion, authorise payment of all or part of the travel subsistence allowance for installation purposes in cases where the United Nations has not been required to pay travel expenses, upon appointment, of a staff member regarded as internationally recruited under Rule 104.7.

(c) If a change of official duty station represents a return to a place at which the staff member was previously stationed, travel subsistence allowance for installation purposes shall not normally be paid, unless the staff member has been absent from such place for more than two years.

Rule 107.21  
Excess Baggage

(a) Baggage in excess of the weight or size carried without extra charge by transportation companies, shall be considered as excess baggage within the meaning of these rules.

(b) Charges for excess baggage in accordance with entitlements as defined in paragraphs (d), (e) and (f) shall be reimbursable only when authorised prior to commencement of travel.

(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 obtains a statement from the company making the charge that the baggage was considered as excess.

(d) Charges for excess baggage by air 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. In no event shall such charges be reimbursable if incurred in connection with travel on home leave, except as provided under paragraph (e) below.

(e) Charges for excess baggage relating to travel on home leave may be reimbursed under the following circumstances:

(i) in the case of authorised air travel of dependent children who are not granted a baggage allowance by the airline.

(ii) in the case of baggage sent by sea or rail up to a maximum of 100 pounds or 10 cubic feet per person, when staff members and dependents are authorised to travel by air.

(f) When staff members and/or their dependents travel at United Nations expense by air, except on home leave or in connection with education grants, the Secretary-General may, in his discretion, authorise the shipment, via sea or rail (but not by air), of baggage required for the use of such dependents (for example, clothing, bedding or small personal possessions) in excess of the weight and size carried without extra charge by transportation companies, provided that the maximum amount that may be so authorised shall be 200 pounds or 20 cubic feet per staff member, and 100 pounds or 10 cubic feet per dependent.

Rule 107.22  
Insurance

Reimbursement for personal accident insurance or for insurance of personal baggage purchased by staff members and dependents travelling at United Nations expense, shall not be allowable; except that in the case of a staff member travelling to a United Nations mission, loss of his personal baggage may be reimbursed up to a maximum of \$1000 for any one journey. If an adult dependent accompanies the staff member at United Nations expense the maximum limit for claims shall be \$2000 for any one journey.

Rule 107.23  
Travel Advances

Staff members authorised to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to a staff member or his dependents for expenses authorised under these rules. An advance of funds shall be considered reasonable if not less than \$50.00 nor more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, the staff member has earned in subsistence allowance an amount equal to the amount advanced, he may be advanced the balance of the estimated reimbursable expenditures.

Rule 107.24  
Illness or Accident during Travel

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

Rule 107.25  
Reimbursement of Travel Expenses

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

Rule 107.26  
Transportation of Decedents

Upon the death of a staff member or of his recognised dependent, the United Nations shall pay the expenses of transportation of the body from his official duty station or, in the event of death having occurred whilst in travel status, from the place of death, to a place to which the staff member or his dependent was entitled to return transportation under Rule 107.1 or 107.2. These expenses shall include reasonable costs for preparation of the body.

Removal Expenses

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

Rule 107.27  
Removal Costs

(a) Subject to the conditions laid down in these rules, in the case of service at an established office the United Nations shall pay expenses in connection with the removal of an internationally recruited staff member's personal effects and household goods, under the following circumstances:

- (i) on initial appointment provided the appointment is for a period of two years or longer;
- (ii) following completion by a staff member of not less than two years of continuous service;
- (iii) on change of official duty station, provided it is known in advance that the staff member will remain at the new duty station for a period of not less than two years; if a shorter period is involved, the Secretary-General may approve reasonable storage charges in lieu of removal costs.
- (iv) upon separation from service, provided the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.

(b) Under sub-paragraphs (i) and (ii) of paragraph (a) above, the United Nations shall pay the expenses of removing a staff member's household goods and personal effects either from the place of recruitment or from the place recognised as his home for purposes of home leave under Rule 105.3; provided that the goods and effects were in his possession at the time of appointment, were used by him and/or his dependents and are being transported for his own use. Payment of removal expenses from a place other than those specified may be authorised by the Secretary-General in exceptional cases, on such terms and conditions as he deems appropriate.

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

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

- (i) the maximum weight and volume that may be removed at United Nations expense shall be 27 measurement tons of 40 cubic feet each (1,080 cubic feet), inclusive of packing crates and lift vans, for staff members without dependents, and 36 measurement tons (1,440 cubic feet) for staff members with dependents residing with them at their official duty station;
- (ii) storage charges, other than those directly incident to normal transportation expense, except as approved under (a) (iii) above shall not normally be allowable.
- (iii) transportation shall be by the most economical means as determined by the Secretary-General, taking into account costs of packing, crating, cartage, unpacking and uncrating;
- (iv) the cost of insurance in transit of household goods and effects (excluding any articles of value for which special rates of premium are

charged) shall be reimbursed up to the value for which they are ordinarily insured by the staff member, subject to a maximum of \$15,000 valuation and to review and approval of the valuation by the Secretary-General. The United Nations shall in no case be responsible for loss or breakage;

- (v) privately-owned automobiles shall not be transported at United Nations expense unless, in the case of a staff member on initial appointment or on transfer to an official duty station other than Headquarters, the Secretary-General determines in advance that the automobile is essential for the performance of the staff member's official duties.
- (e) Removal costs shall not be payable under this rule in the case of mission service.

#### Rule 107.28

#### Loss of Entitlement to 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 cease when the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the household goods and effects.
- (c) Entitlement to removal expenses on separation from service shall cease if removal has not commenced within one year after the date of separation.

### **CHAPTER VIII**

#### Staff Relations

Regulation 8.1: (a) A Staff Council, elected by the staff, shall be established for the purpose of ensuring continuous contact between the staff and the Secretary-General. The Council shall be entitled to make proposals to the Secretary-General for improvements in the situation of staff members, both as regards their conditions of work and their general conditions of life.

(b) The Staff Council shall be composed in such a way as to afford equitable representation to all levels of the staff.

(c) Election of the Staff Council shall take place annually under regulations drawn up by the Staff Council and agreed to by the Secretary-General.

#### Rule 108.1

#### Staff Council

(a) The Staff Council shall be consulted, through its elected officers composing the Staff Committee, on questions relating to staff welfare and administration, including policy on appointments, promotions and terminations, and on salaries and related allowances, and shall be entitled to make proposals to the Secretary-General on behalf of the staff on such questions.

(b) Except for instructions to meet emergency situations, general administrative instructions or directions on questions within the scope of

- paragraph (a) shall be transmitted in advance to the Staff Committee for consideration and comment before being placed in effect.
- (c) The Staff Council at Headquarters shall be composed of 39 to 41 representatives elected on the basis of approximately equal electoral units. Any member of the staff shall be eligible for election to the Staff Council.
- (d) Polling Officers elected by the Staff shall be responsible for dividing the Departments of the Secretariat into electoral units on the basis of the organisational chart of the Secretariat on 15 February of each year. The Staff Council shall obtain the approval of the Secretary-General for any rearrangement of electoral units. The polling Officers shall organise annually the election of members of the Staff Council in such a way as to insure the complete secrecy and fairness of the vote.
- (e) Staff members in established offices away from Headquarters may select representatives to make on their behalf proposals to the Secretary-General regarding matters covered by Regulation 8.1 (a) and Regulation 8.2.

**Regulation 8.2:** The Secretary-General shall establish joint administrative machinery with staff participation to advise him regarding personnel policies and general questions of staff welfare and to make to him such proposals as it may desire for amendment of the staff Regulations and Rules.

#### Rule 108.2 Joint Advisory Committee

- (a) The joint administrative machinery provided for in Regulation 8.2 shall consist of a Joint Advisory Committee composed as follows:
- (i) A Chairman selected by the Secretary-General from a list proposed by the Staff Council;
  - (ii) Three members and three alternates representing the Staff Council;
  - (iii) Two members and two alternates representing the Secretary-General.
- (b) Additional representatives either of the Staff Council or of the Secretary-General may be invited from time to time to participate in the Committee's discussion of particular problems.
- (c) The Secretary-General shall designate a suitably qualified staff member to act as Secretary to the Joint Advisory Committee and shall arrange for such clerical or other services as may be necessary for the Committee's proper functioning.
- (d) Special joint committees to advise on special problems may be set up as the occasion arises.
- (e) Instructions or directives embodying proposals made by the Joint Advisory Committee with the endorsement of the Staff Council representatives shall be regarded as having satisfied the requirements of paragraphs (a) and (b) of Rule 108.1.

### **CHAPTER IX**

#### Separation from Service

##### Termination

**Regulation 9.1(a):** The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service

require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

Regulation 9.1(b): The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above, or for such other reason as may be specified in the letter of appointment.

Regulation 9.1(c): In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may at any time terminate the appointment, if, in his opinion, such action would be in the interest of the United Nations.

#### Rule 109.1 Termination

(a) A termination within the meaning of the Staff Regulations is a separation initiated by the United Nations, other than retirement on pension or full compensation for age or disability, and summary dismissal for serious misconduct.

(b) If the necessities of the service require that the appointments of staff members be terminated as a result of abolition of posts or reduction of staff, staff members with permanent appointments shall as a general rule be retained in preference to those holding temporary appointments, subject to the availability of suitable posts in which their services can be effectively utilized. Due regard shall, however, be given to relative competence and integrity, to length of service, and to nationality from the point of view of overall geographical distribution, provided that nationality shall not be a consideration in the case of staff members with more than five years service.

(c) Staff members recruited specifically for service with a mission shall have no entitlement to be considered for vacancies occurring outside the mission for which they were recruited.

#### Resignations

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

#### Rule 109.2 Resignation

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

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

### Notice of Termination

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

#### Rule 109.3 Notice of Termination

- (a) A staff member whose confirmed permanent appointment is to be terminated shall be given not less than three months written notice of such termination.
- (b) A staff member whose permanent appointment is to be terminated before the probationary period has been completed, shall be given not less than thirty days written notice of such termination.
- (c) A staff member whose temporary appointment is to be terminated shall be given not less than thirty days written notice of such termination or such notice as may otherwise be stipulated in his letter of appointment.
- (d) In lieu of the notice period, the Secretary-General may authorise compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

### Termination Indemnity

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

- (a) Except as provided in (d) and (e) below, the following schedule shall apply to members holding permanent appointments or temporary appointments which are not for a fixed term:

Completed Years of Service in the Secretariat	Months of Base Salary or Wage	
	Confirmed Permanent Appointments	Temporary Appointments which are not for a Fixed Term and Unconfirmed (Probationary) Per- manent Appointments
0	Not applicable	nil
1	Not applicable	1
2	3	1
3	3	2
4	4	3
5	5	4
6	6	5
7	7	6
8	8	7
9 or more	9	8

- (b) Except as provided in (d) and (e) below, staff members who have temporary appointments for a fixed term or over six months which are terminated prior to the expiration date specified in the letter of

appointment shall be paid five days' indemnity pay for each month of un-completed service, but not less than thirty working days' indemnity pay.

(c) Indemnity pay shall be calculated on the basis of the staff member's base salary or wages at the time of termination.

(d) No indemnity payments shall be made to:

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

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

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

- A staff member who is summarily dismissed;

- A staff member who abandons his post;

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

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

#### Rule 109.4

##### Termination Indemnity

(a) Base salary or wage, for the purpose of calculating termination indemnities, shall be deemed to include any non-resident's allowance, language allowance, and personal allowance to which a staff member was entitled at the time of his termination.

(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, will receive a pension or disability benefit under the Joint Staff Pension Fund Regulations, or compensation for permanent total disability under Rule 106.4.

##### Repatriation Grant

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

#### Annex IV, Paragraph 4.

In principle, the repatriation grant shall be payable to staff members whom the Organisation is obligated to repatriate, except those terminated by summary dismissal. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall vary with the length of service with the United Nations (exclusive of periods when an expatriation allowance was received).

The maximum rates payable shall be as follows:

Year of Continuous Service away from Home Country	Staff Member with neither a Wife, Dependent Husband or Dependent Child at time of Termination (Weeks of Salary)	Staff Member with a Wife, Dependent Husband or Dependent Child at Time of Termination (Weeks of Salary)
After 2 years	4	8
" 3 "	5	10
" 4 "	6	12
" 5 "	7	14
" 6 "	8	16
" 7 "	9	18
" 8 "	10	20
" 9 "	11	22
" 10 "	12	24
" 11 "	13	26
" 12 "	14	28

The maximum grant payable under this plan shall be \$US 2,500 net for a staff member without dependents and \$US 5,000 net for a staff member with dependents.

#### 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 para. 4 of Annex IV to the Staff Regulations shall mean obligation to return of a staff member and his dependents, upon separation, at the expense of the United Nations, to a place outside the country of his duty station.
- (b) "Home country" as used in para. 4 of 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. 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) Salary, within the meaning of Staff Regulation 9.4 and Annex IV to the Staff Regulations shall be deemed to comprise a staff member's pensionable remuneration as defined in Rule 103.16.
- (e) Payments shall be at the rates specified in para. 4 of Annex IV to the Staff Regulations.
- (f) No payments shall be made to Assistant Secretaries-General, to local recruits under Rule 104.6, to a staff member who abandons his post, nor to any staff member who is residing at the time of separation in his home country while performing his official duties, provided that a staff member who, after service at a duty station outside his 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.

(g) Dependents, within the meaning of Staff Regulation 9.4, shall consist of a wife or dependent husband in respect of whom credits are deductible from staff assessment under Rule 103.17, and children in respect of whom a staff member, at the time of separation, is receiving children's allowance under Rule 103.19. The repatriation grant shall be paid at the dependency rate to staff members with dependents regardless of the place of residence of the dependents.

(h) 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 recognised, the first parent to be separated may claim payment at dependency rates. 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 dependency rate for the whole period of his qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(i) 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.

(j) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving widow, dependent widower or one or more dependent children whom the United Nations is obligated to return to their home country. If there is one such surviving dependent, payment shall be made at the single rate; if there are two or more such surviving dependents, payment, shall be made at the dependency rate.

### Retirement

**Regulation 9.5.** Staff members shall not be retained in active service beyond the age of sixty years. The Secretary-General may, in the interest of the Organisation, extend this age limit in exceptional cases.

#### Rule 109.6

##### Retirement

Retirement\* under the provisions of the Joint Staff Pension Fund Regulations shall not be regarded as a termination within the meaning of the Staff Regulations and Rules.

#### Rule 109.7

##### Expiration of Fixed-Term Appointments

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

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

Rule 109.8  
Commutation of Accrued Annual Leave

If, upon separation, a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money equivalent to the amount which he would have been entitled to receive in the form of salary or wage plus non-resident's allowance, language allowance, personal allowance and cost of living adjustment, if any, for the period of such accrued leave up to a maximum of sixty working days.

Rule 109.9  
Restitution of Advance Annual and Sick Leave

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he has subsequently accrued, shall make restitution for such advance leave by means of a cash refund or an offset against monies due to him from the United Nations, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if he is satisfied there are exceptional or compelling reasons for so doing.

Rule 109.10  
Certification of Service

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

## CHAPTER X

### Disciplinary Measures

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

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

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

Rule 110.1  
Joint Disciplinary Committee

A Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at his request in disciplinary cases involving staff members serving at Headquarters; a comparable Committee shall be established in the European Office. In cases referred to it, the Committee shall advise the Secretary-General what disciplinary measures, if any, should be taken.

Rule 110.2  
Composition of the Joint Disciplinary Committee

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

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

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

Group I - Staff below Associate Officer level or in corresponding salary levels.

Group II - Staff in Associate Officer level through Second Officer level or in corresponding salary levels.

Group III - Staff in First Officer level through Principal Director.

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

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

(c) The members of the Joint Disciplinary Committee shall be eligible for re-appointment or re-election.

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

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

Rule 110.3  
Disciplinary Measures

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

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

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

Rule 110.4  
Suspension Pending Investigation

If a charge of misconduct is made against a staff member and the Secretary-General so decides, the staff member may be suspended from duty, with or without pay, pending investigation, the suspension being without prejudice to the rights of the staff member.

Rule 110.5  
Joint Disciplinary Committee Procedure

- (a) In considering a case the Joint Disciplinary Committee shall act with maximum dispatch. Normally, proceedings before the Committee shall be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. The Joint Disciplinary Committee shall make every effort to send its report to the Secretary-General within two weeks after being convened.
- (b) The Joint Disciplinary Committee shall permit a staff member to arrange to have his case presented before it by any other staff member serving at Headquarters.

**CHAPTER XI**

Appeals

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

Rule 111.1  
Joint Appeals Board

- (a) A Joint Appeals Board is established to consider and advise the Secretary-General regarding appeals filed under the terms of Staff Regulation 11.1 by staff members serving at Headquarters.
- (b) In case of termination or other action on grounds of inefficiency or relative efficiency, the Board shall not consider the substantive question of efficiency, but only evidence that the decision has been motivated by prejudice or by some other extraneous factor.
- (c) Where its competence is in doubt, the Joint Appeals Board itself shall decide.
- (d) The Joint Appeals Board may make recommendations to the Secretary-General should it desire to change the procedures regarding appeals as set forth in these rules.

Rule 111.2  
Composition of the Joint Appeals Board

- (a) The Joint Appeals Board at Headquarters shall consist of three members as follows:

- (i) A chairman, selected from a panel appointed annually by the Secretary-General after consultation with the Staff Committee.
- (ii) One member appointed annually by the Secretary-General.
- (iii) One member elected annually by ballot of the staff.
- (b) Alternates shall be selected in the same manner as the members; an alternate shall serve during the consideration of an appeal for which a member is unavailable, or disqualified under paragraph (e) below; provided that alternates to the member elected by the Staff who are available shall serve in the order in which they received votes in such election.
- (c) The members of the Joint Appeals Board shall be eligible for re-appointment or re-election.
- (d) A member may be removed from the panel of Chairmen by the Secretary-General after consultation with the Staff Committee; the member and the alternates appointed by the Secretary-General may be removed by the Secretary-General; the member and the alternates elected by the staff may be removed by a two-thirds majority vote of the Staff Council.
- (e) The Chairman of the Joint Appeals Board at the request of either party may disqualify any member or alternate member from the consideration of a specific appeal, if in his opinion such action is warranted by the relation of such member or alternate to the staff member whose appeal is to be considered. The Chairman may also excuse any member from the consideration of a specific appeal. No person who has served on the Joint Disciplinary Committee during consideration of a specific case shall serve on the Joint Appeals Board should it consider an appeal relating to the same case.

#### Rule 111.3 Procedures of the Joint Appeals Board

- (a) A staff member at Headquarters who, under the terms of Regulation 11.1, wishes to appeal an administrative decision, shall as a first step address a letter to the Assistant Secretary-General for Administrative and Financial Services, requesting that the administrative decision be reviewed. Such a letter must be sent within one month from the time the staff member received notification of the decision in writing.
- (b) If the staff member wishes to make an appeal against the answer received from the Assistant Secretary-General he shall submit his appeal in writing to the Secretary of the Joint Appeals Board within two weeks from the date of receipt of the answer. If no reply has been received from the Assistant Secretary-General within two weeks of the date the letter was sent to him, the staff member shall, within the two following weeks, submit his appeal in writing to the Secretary of the Joint Appeals Board.
- (c) An appeal against the Secretary-General's decision on disciplinary action shall be addressed to the Secretary of the Joint Appeals Board within two weeks from the time the staff member received notification of the decision in writing.
- (d) An appeal shall not be receivable by the Joint Appeals Board unless the above time limits have been met, provided that the Board may waive the time limits in exceptional circumstances.
- (e) Before the Joint Appeals Board undertakes consideration of an appeal, the staff member concerned shall be notified of the composition of the Board.

- (f) A staff member may arrange to have his appeal presented to the Joint Appeals Board on his behalf by another member of the Secretariat. He may not, however, be represented before the Board by a person who is not a member of the Secretariat.
- (g) The filing of an appeal with the Joint Appeals Board shall not have the effect of suspending action on an administrative decision which is the subject of the appeal.
- (h) In considering an appeal the Joint Appeals Board shall act with the maximum of dispatch consistent with a fair review of the issues before it. Normally, proceedings before the Board shall be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing. Such statements as the Board may authorise, having in mind the time limit specified in paragraph (k) below, shall be presented, in one of the working languages, within one week. Any additional statements shall be presented within four working days after being authorised by the Board.
- (i) The Board shall have authority to call members of the Secretariat who may provide information concerning the issues before it, and to demand the production of documents.
- (j) The Joint Appeals Board shall, by majority vote, adopt and submit a Report to the Secretary-General. The Report shall be considered as constituting a record of the proceedings in the appeal, and may include a summary of the matter as well as the Board's recommendation. Votes on the recommendation shall be recorded, and any Member of the Board may have his dissenting opinions included in the Report.
- (k) The Board shall submit its report to the Secretary-General within three weeks after undertaking consideration of an appeal. The Board may, however, extend this time limit in exceptional circumstances.
- (l) The final decision in the matter, taken by the Secretary-General after the Board has forwarded its Report, shall be notified to the staff member, when at the same time a copy of the Board's recommendation shall be transmitted to him. The Secretary-General's decision and a copy of the Board's recommendation shall also be transmitted to the Staff Committee, except in cases of appeals against disciplinary action.

#### Rule 111.4

##### Appeals in Offices Away from Headquarters

- (a) In the European Office a Joint Appeals Board, generally comparable to that at Headquarters, shall be established to advise the Secretary-General in the case of any appeal under Regulation 11.1, by a staff member serving in that office.
- (b) In the case of any appeal under Regulation 11.1 by a staff member serving in any other established office, the Secretary-General shall secure the advice either of the Joint Appeals Board at Headquarters or the European Office or of an appropriate ad hoc committee.

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

## CHAPTER XII

### General Provisions

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

**Regulation 12.2:** The Secretary-General shall report annually to the General Assembly such Staff Rules and amendments thereto as he may make to implement these regulations.

#### Rule 112.1 Gender of Terms

In these rules reference to staff members in the masculine gender shall apply also to women, unless clearly inappropriate from the context.

#### Rule 112.2 Amendment of Staff Rules

These rules may be amended by the Secretary-General in a manner consistent with the staff regulations.

#### Rule 112.3 Financial Responsibility

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

#### Rule 112.4 Liability Insurance

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

#### Rule 112.5 Staff Members' Beneficiaries

- (a) At the time of appointment each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.
- (b) In the event of the death of a staff member, all amounts standing to his credit will be paid to his nominated beneficiary or beneficiaries subject to application of the Staff Rules and of the Joint Staff Pension Fund Regulations. Such payment shall afford the United Nations a complete release from all further liability in respect to any sum so paid.

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

Rule 112.6  
Service and Conduct Reports

In the Professional category and lower salary levels, the service and conduct of a staff member shall be the subject of reports made from time to time by his supervisors. Such reports, which shall be shown to the staff member, shall form a part of his permanent cumulative record.

Rule 112.7  
Proprietary Rights

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

Rule 112.8  
Effective Date of Staff Rules

Except as otherwise provided by the Staff Regulations or by the provisions of specific staff rules, Rules 101.1 through 112.8 shall be effective 1 January 1953. They shall supersede all previous staff rules applicable to staff members except those specifically engaged for conferences and other short-term service, consultants and Technical Assistance Experts.

# APPENDIX A

## FIELD SERVICE

Annual Gross Salaries - Subject to Staff Assessment

Effective 1 January 1952

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<u>LEVEL</u>	<u>Step 1</u> \$	<u>Step 2</u> \$	<u>Step 3</u> \$	<u>Step 4</u> \$	<u>Step 5</u> \$	<u>Step 6</u> \$	<u>Step 7</u> \$	<u>Step 8</u> \$	<u>Step 9</u> \$
FS-1 Messenger	1,880	2,000	2,120	2,230	2,350	2,470	2,590		
FS-2 Guard	2,120	2,230	2,350	2,470	2,590	2,720	2,850	2,960	3,090
FS-3 Radio Operator Radio Mechanic Chief Guard	2,470	2,590	2,720	2,850	2,960	3,090	3,210	3,340	3,470
FS-4 Chief Radio Operator Chief Mechanic	2,960	3,090	3,210	3,340	3,470	3,580	3,710	3,830	3,950
FS-5 Junior Officer	3,710	3,900	4,070	4,260	4,460	4,660	4,850	5,050	5,250
FS-6 Field Service Officer	4,730	4,990	5,250	5,510	5,780	6,040	6,300	6,580	6,860

Children's Allowance: \$200 per annum per child

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

APPENDIX B  
HEADQUARTERS

GENERAL SERVICE CATEGORY

Annual Gross Salaries - Subject to Staff Assessment  
Effective 1 January 1951

<u>LEVEL</u>	Step <u>I</u>	Step <u>II</u>	Step <u>III</u>	Step <u>IV</u>	Step <u>V</u>	Step <u>VI</u>	Step <u>VII</u>	Step <u>VIII</u>	Step <u>IX</u>	Step <u>X</u>	(personal ceilings)		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	a. \$	b. \$	c. \$
Messenger	2,230	2,350	2,470	2,590	2,710	2,820	2,940	3,060	-	-	3,180	3,300	3,410
Junior	2,590	2,710	2,820	2,940	3,060	3,180	3,300	3,410	3,530	-	3,650	3,760	3,880
Intermediate	3,060	3,180	3,300	3,410	3,530	3,650	3,760	3,880	4,000	4,120	4,250	4,380	4,500
Senior	3,530	3,710	3,880	4,060	4,250	4,440	4,620	4,810	5,000	-	5,190	5,380	5,560
Principal	4,250	4,500	4,750	5,000	5,250	5,500	5,750	6,000	6,270	6,530	6,800	7,070	7,330

Children's Allowance: \$200 per annum per child.

Cost of Living Adjustment: 7 1/2% of gross salary, subject to a minimum of \$300, effective 1 January 1952.

Non-resident's Allowance: In principle, the non-resident's allowance at Headquarters shall amount to \$200 per annum after staff assessment, provided that:

- (i) in order to simplify application of the staff assessment plan, the exact net equivalent of the full allowance may be varied between \$190 and \$210 per annum, and
- (ii) in no case shall the amount of the non-resident's allowance, when added to the staff member's salary, bring the total to more than \$5,380.

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

## HEADQUARTERS

### MANUAL WORKERS

Annual Gross Salaries - Subject to Staff Assessment

Effective 1 January 1952

<u>LEVEL</u>	<u>Step 1</u> \$	<u>Step 2</u> \$	<u>Step 3</u> \$	<u>Step 4</u> \$	<u>Step 5</u> \$
M-1 Unskilled Labourer	3,060	3,140	3,220	3,300	3,400
M-2 Helper	3,300	3,400	3,500	3,600	3,700
M-3 Semi-skilled	3,600	3,700	3,800	3,900	4,020
M-4 Skilled (Journeyman)	3,900	4,020	4,140	4,260	4,390
M-5 Senior	4,260	4,390	4,520	4,650	4,780

Children's Allowance: \$200 per annum per child.

Increments: Salary increments within the levels shall be awarded on the basis of satisfactory service, as follows:

- (i) for advancement from Step 1 to Step 2 - 6 months
- (ii) for advancement from Step 2 to Step 3 - 12 months
- (iii) for advancement from Step 3 to Step 4 and from Step 4 to Step 5 - 18 months

## APPENDIX C

### PROVISIONAL ARRANGEMENTS RELATING TO MILITARY SERVICE

- (a) In accordance with Section 18(a) of the Convention on Privileges and Immunities of the United Nations, staff members who are nationals of those Member States which have acceded to that Convention shall be "immune from national service obligations" in the armed services of the country of their nationality.
- (b) Any requests to Governments which have not acceded to the Convention to defer or exempt staff members from military service by reason of their employment with the United Nations shall be made by the Secretary-General and not by the staff member concerned.
- (c) Staff members who have completed one year of full-time continuous service with the Secretariat and who have permanent, temporary indefinite or fixed-term appointments, may, if called by a Member Government for military service, whether for training or active duty, be placed on special leave without pay for the duration of their required military service. Other staff members, if called for military service, shall be separated from the Secretariat according to the terms of their appointments.
- (d) A staff member called for military service who is placed on special leave without pay shall have the terms of his appointment maintained as they were on the last day of service before he went on leave without pay. His re-employment in the Secretariat shall be guaranteed, subject only to the normal rules governing necessary reductions in force or abolition of posts.
- (e) In the interpretation of Rule 109.1(b), the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.
- (f) A staff member on special leave without pay for military service shall be required to advise the Secretary-General within 90 days after his release from military service if he wishes to be restored to active duty with the Secretariat. He shall also be required to submit a certificate of completion of military service.
- (g) If a staff member, after the period of required military service, elects to continue such service or if he fails to obtain a certified release therefrom, the Secretary-General will determine on the merits of the particular case whether further special leave without pay will be granted, and whether re-employment rights shall be maintained.
- (h) If the staff member's absence on special leave without pay appears likely to last six months or more, United Nations will pay, if so requested, for transporting the staff member's wife and dependent children to his place of entitlement and for their return travel after the staff member's return to active duty with the Secretariat, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.
- (i) The Secretary-General shall not continue his contributions to the Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.
- (j) The provisions of Rule 106.4 relating to illness, accident or death attributable to the performance of official duties on behalf of the United Nations shall not be applicable during periods of military service.

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

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

#### **APPENDIX D**

**Will be issued separately.**

