



## SECRETARIAT

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Distribution: All staff members at Headquarters  
and established offices

### DIRECTOR GENERAL'S BULLETIN

Subject: Staff Rules – 300 Series (Amendment 22)  
Revised staff rule 308.07 (300-Series)

1. Staff rule 308.07 is hereby amended to reflect the adoption of a new policy on parental leave which takes effect 1 January 2023.
2. The text of the 300 series of the Staff Rules is hereby published in an updated edition in English containing all amendments that have been introduced to date



STAFF RULES 301.01 TO 313.02

FOR SHORT-TERM APPOINTMENTS AND  
APPOINTMENTS OF LIMITED DURATION

Status:

Amend.22 of 9 March 2023

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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## Chapter I - DUTIES, OBLIGATIONS AND PRIVILEGES

### Rule 301.01

#### APPLICABILITY

Staff rules 301.01 through 313.02 are applicable to staff members who are:

(a) Specifically engaged for short-term appointments for a period normally not exceeding six months. Short-term staff holding a letter of appointment specifying a daily rate of pay are hereafter referred to as daily short-term staff and those holding a letter of appointment specifying a monthly rate of pay as monthly short-term staff;

(b) Specifically recruited for appointments of limited duration, for a period not expected to exceed four years, which are intended for technical cooperation activities, special operational needs of the Organization and related advisory assignments.

### Rule 301.02

#### OUTSIDE ACTIVITIES AND INTERESTS

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

(b) No staff member may be actively associated with the management of any business concern, nor may he or she hold a financial interest in any business concern, if there is a possibility that the staff member will benefit from such association or financial interest by reason of his or her official position with the Organization. The mere holding of shares in a company shall not constitute a financial interest within the meaning of the present Rule, unless such holding constitutes a substantial control.

(c) Except in the normal course of official duties, staff members shall be required to seek prior approval of the Director-General for performance of any one of the following acts, if such an act relates to the purposes, activities or interests of the Organization:

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

### Rule 301.03

#### MEMBERSHIP IN POLITICAL PARTIES AND POLITICAL ACTIVITIES

(a) Membership in a political party is permitted, provided that such membership does not entail action, or obligation to action, contrary to staff regulation 1.6. The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.6.

(b) In case of doubt as to the interpretation or application of staff regulation 1.6 and the present Rule, the staff member concerned shall request a ruling from the Director-General.

Rule 301.04

PROPRIETARY RIGHTS

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

Rule 301.05

FINANCIAL RESPONSIBILITY

Staff members may be required to reimburse the Organization either partially or in full for any financial loss suffered by the Organization as a result of their negligence or of their failure to observe any regulation, rule or administrative instruction, as determined by the Director-General.

## Chapter III - APPOINTMENT OF STAFF

### Rule 303.01

#### TEMPORARY APPOINTMENTS

All appointments under these Rules are temporary appointments for a fixed term, the period of which is specified in the letter of appointment. The appointments under these Rules may be terminated prior to their expiration dates in accordance with the provisions of staff rule 310.01. They do not carry any expectancy of renewal or of conversion to any other type of appointment. Appointments of limited duration are granted for a maximum period of four years; a one-year break in service is required before an individual becomes eligible for any new appointment.

### Rule 303.02

#### LETTERS OF APPOINTMENT

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

### Rule 303.03

#### EFFECTIVE DATE OF APPOINTMENT

The appointment of a staff member recruited under these Rules shall take effect from the date on which the staff member starts to perform his or her duties. This date may be adjusted in the case of a non-locally recruited staff member to include all or part of the period spent in travel by a route and mode of transportation approved in that case by the Director-General.

### Rule 303.04

#### LOCAL AND NON-LOCAL RECRUITMENT

(a) All nationals of the country of the duty station and, in addition, those staff members appointed under these Rules who have been recruited in the country of the duty station shall normally be regarded as local recruits. They are not eligible for payment of travel expenses upon appointment or separation. Staff members holding short-term appointments shall be eligible for the salary rate applicable to local recruits.

(b) Staff members recruited for short-term appointments and those recruited for appointments of limited duration, other than those to whom paragraph (a) above is applicable, shall be regarded as non-local recruits and may be eligible for payment of travel expenses upon appointment and separation, in accordance with the present Rules. Staff members holding short-term appointments, other than those to whom paragraph (a) above is applicable, shall be eligible for the salary rates applicable to non-local recruits.

(c) A staff member recruited within the country of the duty station may nevertheless be regarded as non-locally recruited if, in the opinion of the Director-General, the staff member's normal place of residence at the time of recruitment and the nature of the post for which he or she has been recruited so warrant (that is, posts in the Professional category and above). Such a staff member shall be eligible for payment of salary at the rates applicable to non-local recruits and for payment of transportation expenses in accordance with the present Rules.

## Rule 303.05

### NOTIFICATION BY STAFF MEMBERS AND OBLIGATION TO SUPPLY INFORMATION

- (a) Staff members appointed under these Rules shall be responsible for supplying the Director-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, but is not limited to, information on nationality, passport and visa, marital status, dependency status and designation of beneficiary and regarding any financial interest the staff member may hold in any business concern with which he or she may have to deal as a staff member.
- (b) Staff members shall also be responsible for notifying the Director-General, promptly and in writing, of any subsequent changes affecting their status under the Staff Regulations and Staff Rules.
- (c) A staff member who is arrested and charged with an offence other than a minor traffic violation or summoned before a court as defendant in a criminal proceeding or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Director-General.

## Rule 303.06

### FAMILY RELATIONSHIPS

- (a) Except where another person equally well qualified cannot be recruited, appointment shall not normally be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.
- (b) The husband or wife of a staff member may be appointed provided that he or she is fully qualified for the post under recruitment and that he or she is not given any preference by virtue of the relationship to the staff member.
- (c) Staff members who bear any of the relationships specified in paragraphs (a) and (b) above shall not be assigned to serve in the same division or office if one of the posts is subordinate to the other in the line of authority.
- (d) If two staff members marry, the benefits and entitlements that accrue to them shall be modified as provided in the relevant staff rules. Their appointment status shall, however, not be affected.

## Rule 303.07

### MEDICAL EXAMINATION

- (a) Staff members may be required to take such medical examinations as are prescribed by the Organization to ensure that they are free from any ailment likely to impair the health of others.
- (b) Staff members may also be required to undergo such medical examinations and receive such inoculations as prescribed by the Medical Officer of the Organization before they go on or after they return from official travel on behalf of the Organization.



(c) In exceptional cases, a staff member may be required to satisfy the Medical Officer of the Organization, through medical examination by an independent medical practitioner, that he or she is fit to perform his or her duties.

## CHAPTER IV - SERVICE

### Rule 304.01

#### HOURS OF WORK

- (a) Normal working hours for staff members appointed under these Rules shall be established by the Director-General.
- (b) Staff members may be requested to work beyond the normal working hours whenever the exigencies of service so require.

### Rule 304.02

#### OFFICIAL HOLIDAYS

The number of official holidays for any duty station shall not exceed 10 days per year.

### Rule 304.03

#### PERFORMANCE OF STAFF

- (a) The performance of staff members shall be evaluated to assess their efficiency, competence and integrity and to ensure their compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.
- (b) Performance reports shall be prepared regularly in accordance with procedures established by the Director-General.

## Chapter V - STAFF RELATIONS

### Rule 305.01

#### STAFF RELATIONS

Staff rule 105.01, on the Staff Union, and staff rule 105.02, on the Joint Advisory Committee, shall apply to staff members appointed under these Rules and are reproduced in addendum A to the present Rules.

## Chapter VI - SALARIES AND RELATED ALLOWANCES

### Rule 306.01

#### SALARIES

(a) The Director-General shall set the salary rates for staff members appointed under these Rules as follows:

- (i) For staff recruited for short-term appointments under rule 301.01 (a) (see appendix A);
- (ii) For staff recruited on appointments of limited duration, under rule 301.01 (b) (see appendix C).

(b) Salaries of staff appointed under these Rules shall be subject to staff assessment under staff regulation 6.8 and paragraph (c) of this Rule.

(c) Staff appointed under these Rules in the Professional category and above shall be governed by the rates of the staff assessment for staff without dependants specified in paragraph (i) B of schedule III of the Staff Regulations. Staff in the General Service category shall be governed by the rates set forth in paragraph (ii) of schedule III of the Staff Regulations.

### Rule 306.02

#### OVERTIME, COMPENSATORY TIME OFF AND NIGHT DIFFERENTIAL

Conditions for the granting of compensatory time off or for the payment of overtime or night differential shall be set by the Director-General and published in appendix B (300 series).

### Rule 306.03

#### ALLOWANCES

Staff members appointed under these Rules shall normally not be eligible for any of the following: language allowance, dependency benefit, education grant, assignment grant, repatriation grant and special post allowance. Staff members holding appointments of limited duration are eligible for assignment grant in accordance with staff rule 309.12, as well as service and family allowances under conditions established by the Director-General.

(a) A cost-of-living allowance equivalent to the post adjustment is payable to staff members in the Professional category and above holding appointments of limited duration. It shall be paid as an addition to the staff member's net salary at the rate of 1 per cent of that salary for every index point by which the multiplier index for the duty station concerned exceeds the base index. The post adjustment index and the corresponding multiplier for each duty station shall be as determined at regular intervals by the International Civil Service Commission.

(b) A family allowance is payable to a staff member recruited on an appointment of limited duration, subject to the staff member's establishing that he or she has either a dependent spouse or at least one dependent child, as defined in staff rule 106.15.

- (i) For staff in the Professional category and above, the family allowance is paid in an amount equivalent to 12 per cent of the net salary plus service allowance;

- (ii) For staff in the General Service category, the family allowance corresponds to the amount of the children's allowance under the regular scale, irrespective of the size of the family. In the case of Vienna, the family allowance corresponds to the average children's allowance applicable to this category.

#### Rule 306.04

#### SALARY ADVANCES

Salary advances may be granted to staff members appointed under these Rules:

- (a) In cases where staff members do not receive their regular pay cheque through no fault of their own, in the amount due;
- (b) In cases where new staff members arrive without sufficient funds, such amounts as the Director-General may deem appropriate.

#### Rule 306.05

#### RETROACTIVENESS OF PAYMENTS

A staff member who has not received a payment to which he or she is entitled shall not receive such payment retroactively unless he or she makes a claim in writing within 12 months from the date on which he or she would have been entitled to the payment.

#### Rule 306.06

#### DEDUCTIONS AND CONTRIBUTIONS

- (a) Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 6.8 and schedule III of the Staff Regulations, shall be deducted each pay period from payments due to each staff member.
- (b) The Director-General may make deductions from payments due to the staff member from the Organization in the case of indebtedness to the Organization or of indebtedness to third parties, or for contributions for which provision is made under the present Rules.

## Chapter VII - ANNUAL AND SPECIAL LEAVE

### Rule 307.01

#### ANNUAL LEAVE

(a) Daily short-term staff shall not be eligible for annual leave.

(b) Monthly short-term staff and holders of appointments of limited duration shall accrue annual leave at the rate of two and one-half working days per month of continuous service in full pay status. Staff members are encouraged to make use of their annual leave entitlements during the period of appointment. A maximum of 15 days of such leave for monthly short-term staff and 60 days for staff members on appointments of limited duration may be carried forward beyond 1 January of any year.

(c) Annual leave may be taken in units of days and half-days. All arrangements as to leave shall be subject to the exigencies of service, which may require that leave be taken by a staff member during a period designated by the Director-General.

(d) Monthly short-term staff shall not normally be granted advance annual leave. A staff member on an appointment of limited duration may, in exceptional circumstances, be granted advance annual leave up to a maximum of 10 working days, provided that his or her service is expected to continue for a period that is necessary to accrue the leave advanced.

(e) Any absence from duty not specifically covered by other provisions in the present Rules shall be charged to a staff member's accrued annual leave, if any. If the staff member has no accrued annual leave, payment of salary shall cease for the period of such absence.

(f) If, upon separation, a staff member appointed under these Rules has accrued annual leave, he or she shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 15 days for monthly short-term staff members and up to a maximum of 60 days for staff members recruited for appointments of limited duration. The payment shall be calculated as follows:

- (i) For short-term staff, on the basis of the local salary for the staff member's level, as set out in appendix A (300 series);
- (ii) For a staff member in the Professional category and above recruited for an appointment of limited duration, on the basis of the net salary and cost-of-living allowance applicable to his or her last duty station before separation;
- (iii) For a staff member in the General Service category recruited for an appointment of limited duration, on the basis of the net salary.

### Rule 307.02

#### SPECIAL LEAVE

Staff members appointed under these Rules may be granted special leave for compelling reasons, with full or partial pay or without pay, for such a period as the Director-General may deem appropriate in the circumstances.

## Chapter VIII – SOCIAL SECURITY

### Rule 308.01

#### UNITED NATIONS JOINT STAFF PENSION FUND

Staff members appointed under these Rules who meet the requirement of article 21 of the Regulations of the United Nations Joint Staff Pension Fund shall become participants in the Pension Fund, provided that participation is not excluded by the terms of their letters of appointment. The pensionable remuneration for staff members who become participants in the Pension Fund shall be set out in appendix C to these Rules.

### Rule 308.02

#### SICK LEAVE

Staff members appointed under these Rules who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements shall be granted sick leave in accordance with the following provisions:

- (i) All sick leave must be approved on behalf of the Director-General;
- (ii) Credits towards sick leave shall accrue at the rate of two working days for each month of continuous service in the case of monthly short-term staff and staff recruited on appointments of limited duration or a maximum of two days for each period of 30 days of continuous service in the case of daily short-term staff. Upon appointment, staff members shall be credited with the full amount of sick leave that will accrue during the whole period of the appointment. Should separation occur before the expiration date of the appointment, sick leave credits shall be recalculated on the basis of the actual period of service. In calculating sick leave entitlements, any break in service of less than 30 days shall be disregarded;
- (iii) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. When practicable, they should, before absenting themselves, report to the Medical Officer of the Organization;
- (iv) A staff member may be required to submit a medical certificate or to undergo examination by a medical practitioner named by the Medical Officer of the Organization before his or her request for sick leave is granted;
- (v) For short-term staff, any absence of more than two consecutive working days must be supported by a medical certificate;
- (vi) For a staff member holding an appointment of limited duration, any absence of more than three consecutive working days must be supported by a medical certificate;
- (vii) After a staff member has taken periods of non-certified sick leave totalling three working days within any period of six months of continuous service, any further absence from duty within that period shall be either supported by a medical certificate or deducted from annual leave or charged as special leave without pay;
- (viii) A staff member holding an appointment of limited duration may use part or all of the uncertified sick leave to attend to family-related emergencies, that is, sudden illness or injury of a family member (spouse, child, parent, brother or sister);
- (ix) A staff member shall not, while on sick leave, leave the area of the duty station without the prior approval of the Director-General.

#### Rule 308.03

##### COMPENSATION FOR DEATH, INJURY OR ILLNESS ATTRIBUTABLE TO SERVICE

Staff members appointed under these Rules shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Organization, in accordance with the provisions of appendix D to the Staff Rules.

#### Rule 308.04

##### STAFF MEMBER'S BENEFICIARIES

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

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

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

#### Rule 308.05

##### COMPENSATION FOR LOSS OF, OR DAMAGE TO, PERSONAL EFFECTS ATTRIBUTABLE TO SERVICE

Staff members appointed under these Rules shall be entitled, within the limits and under the conditions established by the Director-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the Organization, provided that reasonable precaution had been taken to safeguard the personal effects.

#### Rule 308.06

##### MEDICAL INSURANCE

(a) Staff members engaged under rule 301.01 (a) may participate in the medical insurance scheme provided by the Organization under conditions established by the Director-General.

(b) Staff members engaged under rule 301.01 (b) shall participate in a medical insurance scheme under conditions established by the Director-General unless specifically exempt from such participation.

(c) The Organization shall not be responsible for the medical expenses of staff members who are exempt from participation in the medical insurance scheme provided by the Organization except in accordance with the provisions of staff rule 308.03, on compensation for death, injury or illness attributable to service.



## Rule 308.07

### PARENTAL LEAVE

(a) Staff members appointed under these Rules and who give birth shall be granted a total period of paid parental leave of twenty-six (26) weeks in accordance with the following provisions:

(i) The leave may commence six (6) weeks prior to the anticipated date of birth upon production of a certificate from a duly recognized medical practitioner indicating the anticipated date of birth and, in any event, must begin at least two (2) weeks prior to the expected date of delivery. The initial decision on the start date of parental leave (between six and two weeks prior to delivery) is left to the discretion of the birth parent.

(ii) If the staff member so requests, work on half-time basis for the period between six weeks and two weeks prior to the expected delivery date may be permitted. During the period of half-time work, half-days will be charged to the parental leave entitlement so that every two days of half-time work will count as one full day of pre-delivery parental leave.

(iii) However, if it becomes apparent that the staff member is not fit to continue working, the matter will be referred to Medical Services with no delay. The staff member may be required to immediately commence pre-delivery parental leave on a full-time basis if it is determined that the staff member is not fit to continue work for pregnancy related reasons. If the staff member is not fit to continue work for reasons unrelated to her pregnancy, as determined and certified by Medical Services, the absence from work shall be charged to her sick leave entitlement until the scheduled start date of parental leave.

(iv) Post-delivery parental leave is a minimum of ten (10) weeks. The period will correspond to the difference between twenty-six weeks and the actual period of leave taken prior to delivery.

(v) Staff members will be granted the minimum of ten weeks of post-delivery leave when the delivery date is later than anticipated that results in a pre-delivery leave longer than six weeks.

(vi) In the unfortunate event that the child dies during or immediately after birth, the staff member is entitled to the full duration of parental leave to facilitate medical and emotional recovery.

(vii) Birth parents who will be assigned to a new position whilst on parental leave should not be expected to move duty station or assume any new role until at least four weeks after the expiry of their parental leave.

(b) Staff members appointed under these Rules who are non-birth parents shall be granted a total period of paid parental leave of sixteen (16) weeks in accordance with the following provisions:

(i) The individual is a staff member at the time of adoption or birth.

(ii) The child meets the eligibility requirements to be recognized as a dependent child of the staff member, according to Staff Rule 106.15 (b).

(iii) The parental leave request is accompanied by supporting documentation, including:

- a) Satisfactory documentary evidence of the birth of the child; and
- b) In case of adoption, official documentary evidence that the child has been legally adopted.
- c) In cases where the staff member is involved in a surrogacy arrangement, a parental order or other official documentation that transfers legal parenthood and parental responsibility over the child to the staff member.

- (iv) Parental leave for non-birth parents may be taken at any time within one year from the birth or adoption. Parental leave is not mandatory for non-birth parents, thus staff members may choose to use it fully, partly, or not at all.
  - (v) In case of medical complications of the pregnancy, non-birth parents may take up to four weeks of parental leave prior to the expected delivery date of the child.
  - (vi) In the specific case of adoption, parental leave can be taken at any time within one year from the date the staff member becomes the child's legal parent. A portion of it can be used during the assessment period before adoption is formally approved, when required. Should the adoption process not be formalized, such period will be charged to the annual leave balance of the staff member.
  - (vii) Parental leave for non-birth parents may also be taken in units of half day and the staff member may combine part-time leave and part-time work.
  - (viii) In the unfortunate event that the child dies during or after birth, the staff member remains eligible for parental leave to be taken immediately after the death of the child to facilitate emotional recovery of the staff member and to enable the staff member to provide support to the spouse/partner.
- (c) Sick leave shall not be granted for the duration of parental leave except where serious complications arise.
- (d) If during the period of parental leave the staff member's appointment is due to expire, it shall be extended for a minimum period necessary to cover the full duration of parental leave. This is referred to as "administrative extension" of appointment. In this case, parental leave can only be taken in one continuous period and shall start immediately after the birth or adoption.
- (e) Parental leave of non-birth parents is to be taken before the expiry date of a fixed-term appointment or immediately after the birth or adoption of the child should such event take place less than 10 weeks before the expiry date. In the latter case, the fixed-term appointment shall be extended to cover the duration of parental leave to which the staff member is entitled. In such cases, parental leave may not be taken in part-time form.
- (f) Administrative extensions under paragraphs (d) and (e) above do not apply in the event that a staff member's appointment is otherwise subject to a regular extension under the present rules, or in the event of resignation or retirement, including early retirement
- (g) Service credits will continue to accrue during the period of parental leave on a monthly basis, such as towards sick leave, annual leave, home leave, termination indemnity and repatriation grant, where applicable, except during administrative extensions of appointments. In particular, annual leave will accrue during the period of parental leave, provided that the staff member returns to service for at least six months after the completion of parental leave.
- (h) No appointment of a staff member shall be terminated during parental leave for any reasons other than serious misconduct.
- (i) Nursing mothers of infants younger than two years of age shall be entitled to two hours of time off each day to nurse their infants during working hours

## Chapter IX - TRAVEL AND REMOVAL EXPENSES

### Rule 309.01

#### TRAVEL UPON APPOINTMENT AND SEPARATION

(a) The Organization shall normally pay the travel expenses of non-locally recruited staff members who were appointed under these Rules in accordance with the provisions of staff rule 303.04. Except as set out in paragraph (c) below, such travel expenses shall normally cover the actual cost of transportation on appointment and separation from service by a route, mode and standard of transportation approved by the Director-General, together with terminal expenses in accordance with staff rule 309.06.

(b) Staff members appointed under these Rules shall be granted, in respect of journeys in each direction, a fixed amount of travel time determined by reference to the most direct flight available under current airline schedules.

(c) For travel on appointment and separation, staff members recruited on appointments of limited duration in accordance with staff rule 301.01 (b) may opt to receive a lump-sum payment under conditions established by the Director-General.

### Rule 309.02

#### OTHER OFFICIAL TRAVEL

Whenever a staff member appointed under these Rules is required to undertake official travel on behalf of the Organization other than travel upon appointment or separation referred to in staff rule 309.01, conditions established by the Director-General shall be applicable.

### Rule 309.03

#### AUTHORITY TO TRAVEL

Before travel is undertaken it shall normally be authorized in writing. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

### Rule 309.04

#### ROUTE AND MODE OF TRANSPORTATION AND STANDARDS OF ACCOMMODATION

Official travel shall, in all instances, be by a route, mode and standard of transportation approved in advance on behalf of the Director-General. The Organization shall pay only for accommodation actually authorized.

### Rule 309.05

#### PURCHASE OF TICKETS

Unless the staff member is specifically authorized, in writing, to make other arrangements, all tickets for transportation involving official travel shall be purchased by the Organization in advance of the actual travel.

Rule 309.06

TERMINAL EXPENSES

Except under the lump-sum arrangements provided for in staff rule 309.01 (c), for all official travel to or from a duty station, the staff member may claim terminal expenses at rates and under conditions established by the Director-General. In addition, airport taxes shall be reimbursed.

Rule 309.07

SUBSISTENCE ALLOWANCE

(a) A staff member appointed under these Rules who is authorized to travel at the Organization's expense shall receive an appropriate subsistence allowance in accordance with a schedule of rates established from time to time.

(b) When a non-locally recruited staff member whose salary rate is set forth in appendix A to the present Rules is assigned to another duty station for two weeks or more and receives a subsistence allowance under paragraph (a) above, the net salary of the staff member shall be changed from the non-local rate to the local rate at the first duty station for the duration of the assignment to the other duty station.

Rule 309.08

REIMBURSEMENT OF TRAVEL EXPENSES

The Director-General may reject any claim for payment or reimbursement of travel expenses that are incurred by a staff member in contravention of any provision of the present Rules.

Rule 309.09

LOSS OF ENTITLEMENT TO RETURN TRANSPORTATION

(a) A staff member on an appointment of limited duration who resigns before completion of one year of service shall not normally be entitled to payment of return travel expenses. A staff member on a short-term appointment who resigns shall not normally be entitled to payment of return travel expenses. The Director-General may, however, authorize such payment if there are compelling reasons for so doing.

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

Rule 309.10

EXCESS BAGGAGE AND UNACCOMPANIED SHIPMENT

Excess baggage

(a) For the purpose of these Rules "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies.

(b) Except under the lump-sum arrangements provided for in staff rule 309.01 (c), staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage to the extent of the difference between their free baggage allowance and the free baggage allowance in first class air travel, subject to conditions established by the Director-General.

#### Unaccompanied shipment

(c) On travel on appointment or separation, staff members with appointments of limited duration may be authorized to ship personal effects at the Organization's expense by the most economical means, as determined by the Director-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

- (i) A total of 100 kg (220 lb) or 0.62 cubic metres (22 cubic feet) for staff members with appointments of less than one year;
- (ii) A total of 1,000 kg (2,200 lb) or 6.23 cubic metres (220 cubic feet) for staff members with appointments of one year or more.

(d) When surface shipment is the most economical means of transport, such shipment may be converted to airfreight on the basis of one half of the weight or volume of the authorized entitlement.

(e) As an alternative to the shipment arrangements described in paragraphs (c) and (d) above, staff members may opt to receive a lump-sum payment under conditions established by the Director-General and make their own arrangements for the shipment of personal effects.

#### Rule 309.11

#### INSURANCE

(a) Staff members on official travel shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid under arrangements in force under rule 308.05, in respect of loss of or damage to accompanied personal baggage directly attributable to the performance of official duties on behalf of the Organization.

(b) When a shipment under staff rule 309.10 (c) is authorized, insurance coverage shall be provided by the Organization up to the maximum amount established by the Director-General.

#### Rule 309.12

#### ASSIGNMENT GRANT

On official travel upon appointment, internationally recruited staff members with appointments of limited duration shall be paid an assignment grant to provide them with the financial means to meet their immediate needs at the beginning of the assignment. The assignment grant shall consist of a daily subsistence portion and a lump-sum portion, each payable in accordance with the following terms and conditions:

(a) The daily subsistence portion of the grant shall be paid for 30 days on the basis of the rate prevailing on the date of arrival at the duty station;

(b) The lump-sum portion of the grant shall be payable upon appointment for a period of one year or more. It shall be equivalent to one month's net base salary plus post adjustment at the duty station of assignment. If an appointment of less than one year is extended to a total period of one year or more, the lump-sum portion of the assignment grant shall be payable at the time of the extension;

(c) The lump-sum portion of the grant shall be recovered if the staff member resigns before completion of service totalling one year or more. The grant shall be recovered on a proportionate basis.

## Chapter X - SEPARATION FROM SERVICE

### Rule 310.01

#### TERMINATION

(a) A termination within the meaning of the Staff Regulations and the present Rules is a separation from service initiated by the Director-General other than summary dismissal for serious misconduct.

(b) The appointment of a staff member appointed under these Rules may be terminated subject to the provisions of staff rule 310.03, if, in the Director-General's opinion, such action would be in the interest of the Organization.

### Rule 310.02

#### RESIGNATION

(a) A resignation within the meaning of the Staff Regulations and the present Rules is a separation from service initiated by the staff member.

(b) Unless otherwise specified in their letters of appointment, staff members recruited under these Rules shall give written notice of resignation. The following period of notice shall apply:

- (i) One week for locally recruited daily short-term staff members;
- (ii) Two weeks for monthly short-term staff members;
- (iii) Thirty days for staff members recruited for appointments of limited duration.
- (c) The Director-General may, however, accept resignations on shorter notice.

### Rule 310.03

#### NOTICE OF TERMINATION

(a) Unless otherwise stated in the letter of appointment, a staff member appointed under these Rules whose contract is to be terminated prior to the specified expiration date shall be given written notice of termination according to the following period of notice:

- (i) One week for locally recruited daily short-term staff members;
- (ii) Two weeks for monthly short-term staff members;
- (iii) Thirty days for staff members recruited for an appointment of limited duration.

(b) In lieu of the notice period, the Director-General may authorize compensation calculated on the basis of the salary that the staff member would have received had the date of termination been at the end of the notice period.

(c) There shall be no notice period in the event of summary dismissal.

Rule 310.04

TERMINATION INDEMNITY

(a) In accordance with paragraph (e) of schedule IV of the Staff Regulations, a short-term staff member shall not be paid a termination indemnity unless such payment is specified in his or her letter of appointment.

(b) Staff members recruited on appointments of limited duration shall be paid termination indemnity in accordance with schedule IV of the Staff Regulations.

Rule 310.05

EXPIRATION OF APPOINTMENTS

(a) An appointment under these Rules shall expire automatically and without prior notice on the expiration date of the period specified in the letter of appointment.

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

Rule 310.06

CERTIFICATION OF SERVICE

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

Rule 310.07

LAST DAY FOR PAY PURPOSES IN CASE OF DEATH

When a staff member recruited for an appointment of limited duration is separated from service owing to death occurring in the course of the appointment, entitlement to salary and allowances shall cease as from the last day of the month in which death occurred. However, if there is a surviving spouse or one or more dependent children, a lump sum of three months' gross salary less staff assessment shall be paid and divided equally among the surviving spouse and any dependent children.

Rule 310.08

END-OF-SERVICE ALLOWANCE

Short-term staff members in the General Service category who entered on duty on or after 1 January 2013 may be paid an end-of-service allowance in accordance with the terms and conditions set forth in paragraph (b) of the Appendix O to the 100-Series Staff Rules. In cases where the staff member is eligible for payment of a termination indemnity as well as the end-of-service allowance, the staff member shall be granted either of the payments, whichever yields a greater amount.



## Chapter XI - DISCIPLINARY MEASURES

### Rule 311.01

#### JOINT DISCIPLINARY COMMITTEE

In any case involving possible disciplinary action, the Director-General may refer the matter to the Joint Disciplinary Committee established at Headquarters for advice before any decision is taken. Provisions governing the composition and procedures of the Joint Disciplinary Committee are set out in appendix J to the Staff Rules.

### Rule 311.02

#### SUSPENSION PENDING INVESTIGATION

If a charge of misconduct is made against a staff member and the Director-General considers that there is prima facie evidence of the staff member's misconduct and that the staff member's continuation in service would prejudice the interests of the Organization, the staff member may be suspended from duty pending investigation, with or, in exceptional cases, without pay, which shall in any case be without prejudice to the rights of the staff member under the Staff Regulations and Staff Rules.

### Rule 311.03

#### MISCONDUCT

Staff rule 111.02, on breaches of conduct, shall apply to staff members appointed under these Rules. It is reproduced in addendum B to the present Rules.

### Rule 311.04

#### DISCIPLINARY MEASURES

Staff rule 111.03, on disciplinary measures, shall apply to staff members appointed under these Rules. It is reproduced in addendum B to the present Rules.

## Chapter XII - APPEALS

### Rule 312.01

#### JOINT APPEALS BOARD

The Joint Appeals Board established at Headquarters shall be the competent body to consider and advise the Director-General regarding appeals filed by staff members appointed under these Rules and under the terms of staff regulation 12.1 against an administrative decision in respect of which the staff member alleges non-observance of his or her terms of appointment, including all pertinent regulations or rules, or against disciplinary action. The provisions governing the composition and procedure of the Joint Appeals Board are set out in appendix K to the Staff Rules.

### Rule 312.02

#### PROCEDURE FOR INITIATING AN APPEAL

Staff rule 112.02, on the procedure for initiating an appeal, shall apply to staff members appointed under these Rules. It is reproduced in addendum C to the present Rules.

### Rule 312.03

#### ADMINISTRATIVE TRIBUNAL

Staff rule 112.03, on the Administrative Tribunal, shall apply to staff members appointed under these Rules. It is reproduced in addendum C to the present Rules.

## Chapter XIII - GENERAL PROVISIONS

### Rule 313.01

#### AMENDMENT OF STAFF RULES

The present Rules may be amended by the Director-General in a manner consistent with the Staff Regulations.

### Rule 313.02

#### EFFECTIVE DATE AND AUTHENTIC TEXT OF RULES

Subject to the provisions of staff regulation 13.4, revised staff rules 301.01 to 313.02 shall be effective from the date of publication of the present Rules.

Appendix A (300 series)

SALARY RATES FOR SHORT-TERM APPOINTMENTS

VIENNA

1. Salary rates for short-term staff in the General Service category  
showing gross salaries in brackets and net equivalents  
after application of staff assessment

Effective 1 November 2013

(Euros)

<i>Level</i>		<i>Daily rate</i> <i>(effective 1 Nov. 2013)</i>	<i>Monthly rate</i> <i>(effective 1 Nov. 2013)</i>
G-1	Gross	(91.76)	(2 469.75)
	Net	72.52	1 951.92
G-2	Gross	(107.03)	(2 881.00)
	Net	83.87	2 257.42
G-3	Gross	(124.80)	(3 359.08)
	Net	97.01	2 611.25
G-4	Gross	(145.81)	(3 924.67)
	Net	112.26	3 021.75
G-5	Gross	(171.32)	(4 611.33)
	Net	129.87	3 495.58
G-6	Gross	(200.90)	(5 407.50)
	Net	150.28	4 044.92
G-7	Gross	(235.07)	(6 327.33)
	Net	173.85	4 679.58

For short-term staff recruited on a non-local basis and serving on daily and monthly short-term contracts, daily subsistence allowance at the applicable daily or monthly rate will be added to the gross and net salaries for each grade.

Appendix A (300 series) (continued)  
Appendix A (300 series) (continued)

SALARY RATES FOR SHORT-TERM APPOINTMENTS

VIENNA

2. Salary rates for staff in the Professional and higher categories  
showing gross salaries in brackets and  
net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2014

Level	Daily rate			Monthly rate		
	Local or non-local basic salary	Local post adjustment (1 point) <sup>a</sup>	Non-local subsistence allowance <sup>b</sup>	Local or non-local basic salary	Local post adjustment (1 point) <sup>a</sup>	Non-local subsistence allowance <sup>b</sup>
P-1	(143.92) 115.40	1.15	312.00 312.00	(3 873.92) 3 106.08	31.06	9 484.80 9 484.80
P-2	(183.86) 144.95	1.45	312.00 312.00	(4 948.92) 3 901.58	39.02	9 484.80 9 484.80
P-3	(224.18) 173.99	1.74	312.00 312.00	(6 034.25) 4 683.17	46.83	9 484.80 9 484.80
P-4	(272.78) 209.32	2.09	312.00 312.00	(7 342.33) 5 634.25	56.34	9 484.80 9 484.80
P-5	(331.10) 250.42	2.50	312.00 312.00	(8 912.00) 6 740.58	67.41	9 484.80 9 484.80
D-1	(400.36) 295.90	2.96	312.00 312.00	(10 776.25) 7 964.58	79.65	9 484.80 9 484.80
D-2	(438.14) 319.43	3.19	312.00 312.00	(11 793.25) 8 598.08	85.98	9 484.80 9 484.80

Note: This schedule will be revised when the basic rates or post-adjustment elements are changed. Changes in the post-adjustment multiplier and in the subsistence allowance are published regularly and are reflected in the payslips.

<sup>a</sup> Daily and monthly local rates consist of the basic rate plus the post adjustment applicable during the period of service. For example, in January 2014 Vienna had a post-adjustment multiplier of 69.3. A local staff member at the P-1 level would have been entitled to \$195.10 daily, made up of \$115.40 net basic salary plus 69.3 times \$1.15 for the post adjustment payable then, or \$5,258.54 monthly, made up of \$3,106.08 basic net salary, plus 69.3 times \$31.06 for the post adjustment payable then.

<sup>b</sup> Non-local rates consist of the basic rate plus subsistence allowance applicable during the period of service. For example, in January 2014, a non-local staff member at the P-1 level would have been entitled to \$427.40 daily, made up of \$115.40 net basic salary plus \$312.00 for the daily subsistence allowance payable then, or \$12,590.88 monthly for the first 60 days, made up of \$3,106.08 net basic salary, plus \$9,484.80 for the subsistence allowance payable then.

## APPENDIX B (300 series)

### CONDITIONS GOVERNING OVERTIME PAYMENT, COMPENSATORY TIME OFF AND NIGHT DIFFERENTIAL

(Not applicable to staff holding appointments of limited duration)

#### A. Overtime payment and compensatory time off

(a) Pursuant to rule 306.02, additional payment or compensatory time off shall be given to all staff in the General Service category recruited for short-term appointments who are required to work in excess of their normal hours during any one working week, provided that such work has been authorized by the proper authority, in accordance with the following provisions:

- (i) Regular overtime means work in excess of the scheduled work week performed between 0600 hours and 2000 hours on any of the five workdays in the scheduled work week (from Monday to Friday unless otherwise specified);
- (ii) Special overtime means work in excess of the scheduled work week performed after 2000 hours or before 0600 hours on any of the five workdays in the scheduled work week or on an official holiday.

(b) Compensation for regular and special overtime shall be reckoned to the nearest half-hour; overtime of less than one half-hour on any day during the scheduled work week shall be disregarded. A staff member who is required to report for overtime work on the sixth or seventh day of the week or on an official holiday shall receive not less than four hours of overtime compensation. Compensation shall be by supplementary payment at an hourly rate proportional to the staff member's net base salary.

(c) At the request of the staff member and with the approval of the official authorizing overtime, compensatory time off may be granted in lieu of payment. In such cases, equal time off shall be granted for regular overtime and one-and-one-half time off shall be granted for special overtime.

(d) Staff members at the P-1 level and above who work substantial and recurrent periods of overtime may be granted occasional time off for such periods as the Director-General may consider appropriate.

#### B. Night differential

(f) Pursuant to staff rule 306.02, the following conditions shall govern the payment of differential for night work:

- (i) Night work is work performed between 1800 hours and 0600 hours as a normal tour of duty;
- (ii) Night differential for staff in the General Service category shall be, for monthly short-term staff at the rate of 15 per cent of the salary level, and for daily short-term staff at the rate of 10 per cent of the regular overtime rate;
- (iii) Night differential for staff members in the Professional category and above shall be 10 per cent of the hourly rate of the base salary plus post adjustment;
- (iv) Night differential shall not be paid for any period for which overtime payment or compensatory time off is allowed;
- (v) In computing payment for night differential, periods of less than one half-hour shall be disregarded.

Appendix C

SALARY RATES FOR APPOINTMENTS OF LIMITED DURATION UNDER RULE 301.01 (b)

1. Annual salary rates for staff in the Professional and higher categories<sup>a</sup>

(United States dollars)

Effective 1 January 2014

<i>Level</i>	<i>Gross</i>	<i>Net</i>
D-2	141 519	103 177
D-1	129 315	95 575
P-5	106 944	80 887
P-4	88 108	67 611
P-3	72 411	56 198
P-2	59 387	46 819
P-1	46 487	37 273

<sup>a</sup> A cost-of-living allowance equivalent to the post adjustment shall be added to the basic salary. It shall be calculated on the basis of the post adjustment classification promulgated by the International Civil Service Commission (ICSC) for each duty station.

Service allowance for staff in the professional and higher categories

(United States dollars)

Effective 1 January 2014

<i>Level</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
D-2	7 222	14 445	25 794	28 890
D-1	6 690	13 381	23 894	26 761
P-5	5 662	11 324	20 222	22 648
P-4	4 733	9 466	16 903	18 931
P-3	3 934	7 868	14 050	15 735
P-2	3 277	6 555	11 705	13 109
P-1	2 609	5 218	9 318	10 436

Family allowance for staff in the Professional and higher categories

(United States dollars)

Effective 1 January 2014

<i>Level</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
D-2	13 248	14 115	15 477	15 848
D-1	12 272	13 075	14 336	14 680
P-5	10 386	11 065	12 133	12 424
P-4	8 681	9 249	10 142	10 385
P-3	7 216	7 688	8 430	8 632
P-2	6 012	6 405	7 023	7 191
P-1	4 786	5 099	5 591	5 725



Appendix C (continued)

2. Annual salary rates for staff in the General Service category in Vienna

(Euros)

Effective 1 November 2013

<i>Level</i>	<i>Gross</i>	<i>Net</i>
G-7	75 928	56 155
G-6	64 890	48 539
G-5	55 336	41 947
G-4	47 096	36 261
G-3	40 309	31 335
G-2	34 572	27 089
G-1	29 637	23 423

Service allowance for staff in the General Service category in Vienna

(Euros)

Effective 1 November 2013

<i>Level</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
G-7	0	3 931	7 862	11 793
G-6	0	3 398	6 795	10 193
G-5	0	2 936	5 873	8 809
G-4	0	2 538	5 077	7 615
G-3	0	2 193	4 387	6 580
G-2	0	1 896	3 792	5 689
G-1	0	1 640	3 279	4 919

Appendix C (continued)

3. Annual pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 August 2011

<i>Level</i>	<i>Amount</i>
D-2	227 281
D-1	206 583
P-5	171 902
P-4	140 318
P-3	115 324
P-2	94 612
P-1	73 674

4. Annual pensionable remuneration for staff in the General Service category

(Euros)

Effective 1 November 2011

<i>Level</i>	<i>Amount</i>
G-7	68 937
G-6	59 150
G-5	50 685
G-4	43 530
G-3	37 455
G-2	32 210
G-1	27 671

APPENDIX D

RULES GOVERNING COMPENSATION IN THE EVENT OF DEATH, INJURY OR  
ILLNESS ATTRIBUTABLE TO THE PERFORMANCE OF OFFICIAL DUTIES  
ON BEHALF OF THE ORGANIZATION

(issued separately as document UNIDO/DG/B/Staff Rules/Appendix D)

## APPENDIX J

### JOINT DISCIPLINARY COMMITTEE

#### Composition

(a) The Joint Disciplinary Committee established under staff rule 111.01 shall be composed of three members as follows:

(i) A chairperson, selected from a panel appointed biennially by the Director-General after consultation with the Staff Council;

(ii) One member appointed biennially by the Director-General;

(iii) One member elected by the staff.

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

Group I            Staff below the Associate Officer level or at corresponding salary levels

Group II           Staff at the Associate Officer level or above, up to and including the Second Officer level, or at corresponding salary levels

Group III          Staff at the First Officer level or above, up to and including the Director level.

The staff-elected member to sit on the Committee for a particular case shall be from the group to which the staff member whose case is to be considered belongs.

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

(c) The members and alternate members of the Joint Disciplinary Committee shall be eligible for reappointment or re-election and in any event shall remain in office until their successors are appointed or elected.

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

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

#### Procedure

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

(g) The Joint Disciplinary Committee shall permit a staff member to arrange to have his or her case presented before it by a serving staff member or a retired staff member residing at the duty station.

## APPENDIX K

### JOINT APPEALS BOARD

The provisions of staff rule 112.01, on the Joint Appeals Board, shall also be applicable to project personnel appointed under staff rules 200.01 to 213.03 and staff appointed under staff rules 301.01 to 313.02.

#### Composition

- (a) The Joint Appeals Board established under staff rule 112.01 shall be composed of:
  - (i) Chairpersons appointed by the Director-General from a list presented by the Staff Council;
  - (ii) Members appointed by the Director-General;
  - (iii) An equal number of members elected by the staff.

The number of chairpersons and members of the Board shall be determined by the Director-General upon recommendation of the Staff Council.

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

(c) A chairperson may be removed from a Board by the Director-General upon recommendation of the Staff Council. The members appointed by the Director-General may be removed by the Director-General. The members elected by the staff may be recalled by a majority vote of the staff taken at the initiative of the Staff Council.

(d) The Board shall establish its own rules of procedure. At the commencement of its term of office, the Board shall, from among the chairpersons, elect its presiding officer and, when necessary, an alternate presiding officer, who shall serve in the absence of the presiding officer; at the same time, the Board shall decide on the system of rotation to be followed in constituting panels of the Board.

(e) The Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Director-General changes in the provisions of chapter XII of the Staff Rules and this appendix.

(f) The Secretariat of the Joint Appeals Board shall consist of a Secretary and such other staff as may be required for its proper functioning.

#### Panel of the Joint Appeals Board

(g) For the consideration of each appeal, the presiding officer of the Joint Appeals Board shall constitute a panel of the Board, composed as follows:

- (i) A panel chairperson selected from among the chairpersons of the Board;
- (ii) A member selected from among those appointed by the Director-General;
- (iii) A member selected from among those elected by the staff.

(h) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed. No person who has served on the Joint Disciplinary Committee

during consideration of a specific case or who has assisted the Director-General in a review procedure referred to in paragraph (a) of staff rule 112.02 or 212.02 shall serve on a panel established to consider an appeal relating to the same case.

(i) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition of the panel. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel.

(j) Subject to the principles set out in paragraphs (g)-(i) above, the presiding officer of the Board shall fill any vacancies arising on a panel.

#### Procedure of the Joint Appeals Board

(k) An appeal shall not be receivable unless the time limits specified in paragraph (a) or (b) of staff rule 112.2 or 212.2 have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(l) The designated representative of the Director-General shall submit a written reply within two months following the date of receipt of the appeal.

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

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

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

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

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

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

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

(t) Within one month after the panel has forwarded its report, the final decision on the appeal shall be taken by the Director-General and shall be communicated to the staff member, together with a copy of the panel's report. The Director-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the Staff Council, except if the appeal was against a disciplinary action or if the staff member objects.

(u) To enable staff members to exercise their right to make application to the competent Administrative Tribunal, the Secretary of the Joint Appeals Board shall, at the request of the staff member, communicate to him or her the report of the panel, if the Director-General has not made a decision upon the report within a period of one month from the date on which the report was submitted to the Director-General.



## ADDENDUM A

### Rule 105.01

#### STAFF UNION

(a) In accordance with the principle of freedom of association, staff members may form and join associations, unions or other groupings.

(b) Staff members may form a Staff Union. The functions of the Staff Union shall be as described in its statute, which shall be adopted by the members of the Union and agreed to by the Director-General.

(c) Members of the Union shall elect the Staff Council as the representative body referred to in staff regulation 5.2. The election of the Staff Council shall be organized by the polling officers, who are selected by the staff, under electoral regulations drawn up by the Council and agreed to by the Director-General, in such a way as to ensure the complete secrecy and fairness of the vote. Each member of the staff may participate in the election of the Staff Council and any member of the staff shall be eligible for election to the Council, subject to any exceptions that may be provided in the electoral regulations.

(d) As the executive organ of the Union, the Council shall be entitled to effective participation in identifying, examining and resolving issues relating to staff welfare, including conditions of employment and work, general conditions of life and other matters of personnel policy. It shall be entitled to make proposals and representations to the Director-General on behalf of the staff on such issues.

(e) General administrative instructions or directives on questions within the scope of paragraph (d) above shall be transmitted in advance, unless emergency situations make this impracticable, to the Staff Council for consideration and comments before being put into effect.

### Rule 105.02

#### JOINT ADVISORY COMMITTEE

(a) The joint staff/management machinery provided for in staff regulation 5.3 shall consist of a Joint Advisory Committee composed as follows:

(i) A Chairperson selected by the Director-General from a list proposed by the Staff Council;

(ii) Three members and three alternates representing the Staff Council;

(iii) Three members and three alternates representing the Director-General.

(b) At the invitation of the Committee, other persons may participate in the Committee's discussion of particular problems.

(c) The Joint Advisory Committee shall establish its own rules of procedure.

(d) The Director-General shall designate a suitably qualified staff member to act as Secretary to the Joint Advisory Committee and shall arrange for such services as may be necessary for its proper functioning.

(e) Instructions or directives embodying recommendations made by the Joint Advisory Committee shall be regarded as having satisfied the requirements of rule 105.01 (d) and (e).

(f) Working groups to advise on special problems may be set up by the Joint Advisory Committee as the occasion arises.

(g) The Joint Advisory Committee may recommend to the Director-General the establishment of joint staff/management advisory bodies on specific areas related to staff welfare.

## ADDENDUM B

### Rule 111.02

#### BREACHES OF CONDUCT

(a) Failure to meet the highest standards of integrity, unsatisfactory conduct or misconduct referred to in staff regulation 11.2 shall extend, but not be limited, to conduct incompatible with the staff member's duties and obligations under staff regulations 1.1 to 1.7.

(b) The conduct expected from an international civil servant as described in the Report on Standards of Conduct in the International Civil Service prepared by the International Civil Service Advisory Board, will generally serve as a basis for the consideration by the Director-General of what would constitute failure to meet the highest standards of integrity, unsatisfactory conduct or misconduct referred to in staff regulation 11.2.

### Rule 111.03

#### DISCIPLINARY MEASURES

(a) Disciplinary measures referred to in staff regulation 11.2 shall consist of written censure, suspension without pay, demotion or dismissal for misconduct, provided that suspension pending investigation under rule 111.04 shall not be considered a disciplinary measure.

(b) Except in cases of serious misconduct requiring summary dismissal, no staff member 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 agreement of the staff member concerned and the Director-General.

(c) Written censure shall be authorized by the Director-General and shall be distinguished from a 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.

## ADDENDUM C

### Rule 112.02

#### PROCEDURE FOR INITIATING AN APPEAL

(a) A serving or former staff member who wishes to appeal an administrative decision under the terms of regulation 12.1, shall, as a first step, address a letter to the Director-General, requesting that the administrative decision be reviewed. Such a letter must be sent within 60 days from the date the staff member received notification of the decision in writing.

(b) (i) If the staff member wishes to make an appeal against the answer received from the Director-General, the staff member shall submit his or her appeal in writing to the Secretary of the Joint Appeals Board within 60 days from the date of receipt of the answer;

(ii) If no reply has been received from the Director-General within 60 days from the date the letter was sent to the Director-General, the staff member may, within the following 30 days, submit his or her written appeal against the original administrative decision to the Secretary of the Joint Appeals Board; alternatively, the staff member may, within the following 90 days, apply directly to the Administrative Tribunal of the International Labour Organization in accordance with the provisions of its Statute.

(c) An appeal against the Director-General's decision on disciplinary action shall be addressed to the Secretary of the Joint Appeals Board within 30 days of the date on which the staff member received notification of the decision in writing.

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

### Rule 112.03

#### ADMINISTRATIVE TRIBUNAL

(a) Staff members shall have the right of further appeal against administrative decisions by applying to the Administrative Tribunal of the International Labour Organization in accordance with the provisions of the Statute of the Tribunal.

(b) An application to the Tribunal shall not be receivable unless the applicant has previously submitted the dispute to the Joint Appeals Board under rule 112.01 and the Board has communicated its opinion to the Director-General, except where the circumstances described in rule 112.02 (b) (ii) obtain.