# STAFF RULES

**Chapter I**  
**DUTIES, OBLIGATIONS AND PRIVILEGES**

101.01 Outside Activities and Interests  
101.02 Communication of Information  
101.03 Acceptance of Honour or Gift From External Sources  
101.04 Membership in Political Parties and Political Activities  
101.05 Proprietary Rights  
101.06 Financial Responsibility

**Chapter II**  
**CLASSIFICATION OF POSTS**

102.01 Job Classification  
102.02 Requests for Reclassification

**Chapter III**  
**APPOINTMENT OF STAFF**

103.01 Letters of Appointment  
103.02 Effective Date of Appointment  
103.03 Re-Employment  
103.04 Notification by Staff Members and Obligation to Supply Information  
103.05 Geographical Distribution  
103.06 Local Recruitment  
103.07 International Recruitment  
103.08 Nationality  
103.09 Family Relationships  
103.10 Fixed-Term Appointments  
103.11 Permanent Appointments  
103.12 Appointment and Promotion Board  
103.13 Medical Examination

**Chapter IV**  
**SERVICE AND CAREER DEVELOPMENT**

104.01 Hours of Work  
104.02 Official Holidays  
104.03 Change of Official Duty Station  
104.04 Inter-Organization Exchange and Transfer  
104.05 Training  
104.06 Reassignments  
104.07 Service at Designated Duty Stations  
104.08 Service and Conduct Reports
Chapter V  STAFF RELATIONS

105.01  Staff Union
105.02  Joint Advisory Committee (JAC)

Chapter VI  SALARIES AND RELATED ALLOWANCES

106.01  Salary Scales and Increments
106.02  Conditions for Salary Increments
106.03  Staff Assessment
106.04  Post Adjustment
106.05  Rental Subsidies and Deductions
106.06  Pensionable Remuneration
106.07  Currency of Salary Payments
106.08  Salary Advances
106.09  Payroll Deductions and Contributions
106.10  Retroactiveness of Payments
106.11  Salary Policy on Promotions
106.12  Special Post Allowance
106.13  Mobility/Hardship Allowance
106.14  (cancelled)
106.15  Definition of Dependency
106.16  Dependency Allowances
106.17  Education Grant
106.18  Non-Resident’s Allowance
106.19  Language Allowance
106.20  Overtime and Compensation Time Off
106.21  Night Differential

Chapter VII  ANNUAL AND SPECIAL LEAVE

107.01  Annual Leave
107.02  Special Leave
107.03  Home Leave
107.04  Leave for Military Training or Service
Chapter VIII  SOCIAL SECURITY

108.01 Participation in the Pension Fund
108.02 Medical Insurance Coverage
108.03 Sick Leave
108.04 Maternity Leave/Paternity Leave
108.05 Compensation for Death, Injury or Illness Attributable to Service
108.06 Staff Member’s Beneficiaries
108.07 Compensation for Loss of or Damage to Personal Effects Attributable to Service

Chapter IX  TRAVEL AND REMOVAL EXPENSES

109.01 Official Travel of Staff Members
109.02 Official Travel of Family Members
109.03 Eligible Family Members
109.04 Authority to Travel
109.05 Route, Mode and Standard of Transportation
109.06 Provisions Governing Official Travel
109.07 Travel Expenses
109.08 Travel Subsistence Allowance
109.09 Assignment Grant
109.10 Loss of Entitlement to Return Transportation
109.11 Excess Baggage and Unaccompanied Shipments
109.12 Removal Costs
109.13 Reimbursement of Travel or Removal Expenses
109.14 Loss of Entitlement to Unaccompanied Shipment or Removal Costs
109.15 Transportation of Deceased Persons

Chapter X  SEPARATION FROM SERVICE

110.01 Resignation
110.02 Abolition of Posts and Reduction of Staff
110.03 Retirement
110.04 Definition of Termination
110.05 Expiration of Fixed-Term Appointments
110.06 Notice of Termination
110.07 Termination Indemnity
110.08 Commutation of Accrued Annual Leave
110.09 Restitution of Advance Annual and Sick Leave
110.10 Last Day for Pay Purposes
110.11 Repatriation Grant
110.12 Certification of Service
110.13   End-of-Service Allowance

Chapter XI  DISCIPLINARY MEASURES

111.01   Joint Disciplinary Committee
111.02   Breaches of Conduct
111.03   Disciplinary Measures
111.04   Suspension Pending Investigation

Chapter XII  APPEALS

112.01   Joint Appeals Board
112.02   Procedure for Initiating an Appeal
112.03   Administrative Tribunal

Chapter XIII  GENERAL PROVISIONS

113.01   Gender of Terms
113.02   Amendment of, and Exception to, Staff Rules
113.03   Provisional Nature of Staff Rules and Amendments
113.04   Effective Date and Authentic Texts of Rules
ATTACHMENTS TO THE STAFF RULES

Appendix A  Salary Scales for General Service and Related Categories and General Service Dependency Rates
Appendix B  Conditions Governing Local Recruitment, Overtime Compensation and Night Differential
Appendix C  Scale of Remuneration for Professional and Higher Categories
Appendix D  Compensation in the Event of Death, Injury or Illness
Appendix E  Education grant
Appendix F  Home leave
Appendix G  Official travel
Appendix H  Transportation of Personal Effects and Household Goods
Appendix I  Repatriation grant
Appendix J  Joint Disciplinary Committee
Appendix K  Joint Appeals Board
Appendix L  Classification Appeals Committee
Appendix M  Staff Performance Appraisal Report System
Appendix N  Assignment Grant and Mobility/Hardship Allowance
Appendix O  End-of-Service Allowance
STAFF REGULATIONS

Article I  DUTIES, OBLIGATIONS AND PRIVILEGES
Article II  CLASSIFICATION OF POSTS
Article III  APPOINTMENT OF STAFF
Article IV  SERVICE AND CAREER DEVELOPMENT
Article V  STAFF RELATIONS
Article VI  SALARIES AND RELATED ALLOWANCES
Article VII  ANNUAL AND SPECIAL LEAVE
Article VIII  SOCIAL SECURITY
Article IX  TRAVEL AND REMOVAL EXPENSES
Article X  SEPARATION FROM SERVICE
Article XI  DISCIPLINARY MEASURES
Article XII  APPEALS
Article XIII  GENERAL PROVISIONS