



STAFF REGULATIONS

Status:

Amend. 32 as of 16 February 2021

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Staff Regulations

Preamble

The Staff Regulations set forth the basic rights, duties and obligations of the Secretariat of the Organization and the fundamental conditions of service of its staff. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Director-General, as Chief Administrative Officer, shall provide and enforce such staff rules consistent with these principles as he or she considers necessary./1

1 Note: In accordance with decisions GC.2/Dec.29 and GC.3/Dec.27 of the General Conference, a proposed text of the introductory paragraph of the Preamble has been referred to the Industrial Development Board for further consideration.

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Article I - Duties, Obligations and Privileges

Regulation 1.1:

Staff 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 only the interests of the Organization in view.

Regulation 1.2:

In the performance of their duties staff shall neither seek nor accept instructions from any Government or from any other authority external to the Organization. Staff should note that Member States have on their part undertaken to respect the exclusively international character of the responsibilities of the Director-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Regulation 1.3:

Staff 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 Organization. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that 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.

Regulation 1.4:

Staff 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 with proper authorization. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

Regulation 1.5:

Staff shall not accept any favour, gift or remuneration from any Government. They shall not accept any honour or decoration from any Government or accept any honour, favour, gift or remuneration from any other private or public source external to the Organization, without approval by the Director-General. Approval shall be granted only in exceptional

cases and where such acceptance is not incompatible with the terms of the present regulations and with the individual's status as an international civil servant.

Regulation 1.6:

Staff may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

Regulation 1.7:

The immunities and privileges attached to the Organization by virtue of Article 21 of the Constitution are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where a question of these privileges and immunities arises, the staff member shall immediately report to the Director-General, with whom alone it rests to decide whether they shall be waived. In the case of the Director-General, the Industrial Development Board shall have the right to waive immunities.

Regulation 1.8:

Staff 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 Industrial Development Organization, to discharge these functions and regulate my conduct with the interests of the Organization 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 Organization.”

Regulation 1.9:

The oath or declaration shall be made orally by the Director-General at a public meeting of the General Conference. Staff shall make the oath or declaration before the Director-General or his or her authorized representative.

Article II - Classification of Posts

Regulation 2:

With due regard to applicable standards established by the International Civil Service Commission, the Director-General:

(i) Shall make provision for the classification of posts, other than those of Deputy Directors-General, at established offices of the Organization at appropriate grades in the following categories:

Director and Principal Officer category;

Professional category;

General Service and related categories.

(ii) May establish a grading structure corresponding to that for the Professional and higher categories with respect to posts with functions specifically related to service with technical co-operation projects.

Article III - Appointment of Staff

Regulation 3.1:

Staff shall be selected and appointed by the Director-General in accordance with the provisions of the Constitution and of the present regulations.

Regulation 3.2:

The paramount consideration in the employment of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity, and due regard shall be paid to the importance of recruiting the staff on a wide and equitable geographical basis.

Regulation 3.3:

Selection of staff shall be made without distinction as to race, sex, religion or disability, among candidates who meet the qualifications required. So far as practicable, selection shall be made on a competitive basis.

Regulation 3.4:

Appointment of Deputy Directors-General shall normally be for a period of two years, subject to renewal or extension by the Director-General. Other staff members shall be granted either fixed-term or permanent appointments under such terms and conditions consistent with the present regulations as the Director-General may prescribe in accordance with the provisions of Article 11, paragraphs 3 and 5, of the Constitution.

Regulation 3.5:

The Director-General shall establish appropriate medical standards which staff shall be required to meet before appointment.

Regulation 3.6:

Upon appointment each staff member shall receive a letter of appointment signed by the Director-General or by an official in the name of the Director-General. The letter of appointment shall contain expressly or by reference all the terms and conditions of employment. Samples of letters of appointment will constitute an annex to the Staff Rules.

Article IV - Service and Career Development

Regulation 4.1:

Staff are subject to the authority of the Director-General and to assignment by him or her to any of the activities or offices of the Organization. They are responsible to him or her in the exercise of their functions. The Director-General shall establish a normal work week.

Regulation 4.2:

Subject to the provisions of regulation 3.2 above 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 Organization. This consideration shall also apply on a reciprocal basis to staff in the United Nations family of organizations.

Regulation 4.3:

The Director-General shall establish conditions and procedures for the development of staff careers so as to meet the staffing requirements of the Organization as well as the developmental needs of the staff.

Regulation 4.4:

Staff may be given suitable training as may be determined necessary by the Director-General in order to improve their skills and effectiveness in their current or prospective assignments.

Regulation 4.5:

Under conditions prescribed by the Director-General, the service of staff shall be the subject of counselling, evaluation and reporting made from time to time by their supervisors.

Article V - Staff Relations

Regulation 5.1:

The Director-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other matters of personnel policy.

Regulation 5.2:

A staff representative body shall be established and shall be entitled to make proposals and representations to the Director-General for the purpose set forth in regulation 5.1 above. It shall be organized in such a way as to afford equitable representation to all staff, by means of elections that shall take place at least biennially under electoral regulations drawn up by the staff representative body and agreed to by the Director-General.

Regulation 5.3:

The Director-General shall establish joint staff/management machinery to advise him or her regarding personnel policies and general questions of staff welfare.

Article VI - Salaries and Related Allowances

Regulation 6.1:

The salaries for staff in the Professional and higher categories shall be as shown in schedule I of the present regulations. Subject to satisfactory service, salary increments within the levels of the Professional category and the Director and Principal Officer category shall be awarded annually, except that any increments beyond step VII of grades P-1 to P-5, step IV of grade D-1 and step I of grade D-2 shall be preceded by two years at the previous step.

Regulation 6.2:

The remuneration of staff in the Professional and higher categories is adjusted for cost-of-living variations at different duty stations and over time in relation to a base index by means of a post adjustment whose amount shall be determined by multiplying 1 per cent of the net salary by a multiplier reflecting the classification for the duty station concerned, as determined by the International Civil Service Commission.

Regulation 6.3:

The Director-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Deputy Directors-General and to Directors to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Director-General. The maximum amount of such payments is to be determined in the regular budget by the General Conference.

Regulation 6.4:

The salary scales and the scheme of post adjustments as provided in regulations 6.1 and 6.2 above shall apply to staff specifically engaged for service with technical co-operation projects at the comparable grade level and step.

Regulation 6.5:

(a) The Director-General shall fix the salary scales for staff in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality, taking into account the recommendations of the International Civil Service Commission. The Director-General may, where he or she deems it appropriate, provide for payment of a non-resident's allowance to General Service staff recruited from outside the local area.

(b) The Director-General shall establish rules under which a language allowance may be paid to staff in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

Regulation 6.6:

The Director-General shall determine the salary rates to be paid to language teachers and to personnel specifically engaged for conference and other short-term service.

Regulation 6.7:

No salary shall be paid to staff in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Regulation 6.8:

(a) An assessment shall be applied to the salaries and such other emoluments of staff as are computed on the basis of salary, excluding post adjustments. The rates of the assessment, hereinafter called "staff assessment", shall be as shown in schedule II of the present regulations.

(b) Staff assessment shall be collected by the Organization by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.

(c) Where a staff member, notwithstanding Section 18 (b) of the Convention on the Privileges and Immunities of the United Nations or Section 19 (b) of the Convention on the Privileges and Immunities of the Specialized Agencies, as applicable, is subject to national income taxation in respect of the salaries or emoluments paid to him or her by the Organization, the Director-General is authorized to refund to the staff member an amount representing the tax paid for the year on his or her organization salary and emoluments.

Regulation 6.9:

Staff members whose salary rates are set forth in schedule I of the present regulations shall be entitled to receive a dependent spouse allowance in the amount of six per cent of net base salary plus post adjustment, under conditions established by the Director General.

Regulation 6.10:

Staff members without a spouse whose salary rates are set forth in schedule I of the present regulations shall be entitled to a single-parent allowance in respect of the first dependent child in the amount of six percent of net base salary plus post adjustment, under conditions established by the Director General.

Regulation 6.11

(a) Staff members whose salary rates are set forth in schedule I of the present regulations shall be entitled to receive dependency allowances for a dependent child, for a disabled child and for a secondary dependent at rates approved by the General Assembly of the United Nations, as follows:

(i) The staff member shall receive an allowance for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member receives a single parent allowance under regulation 6.10.

(ii) The staff member shall receive a special allowance for each disabled child. However, if the staff member is entitled to the single parent allowance under regulation 6.10 in respect of a disabled child, the allowance shall be the same as the allowance for a dependent child in subparagraph (i) above.

(iii) Where there is no dependent spouse, a single annual allowance shall be paid for a secondary dependent in respect of either a dependent parent, a dependent brother or a dependent sister.

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) and (ii) above, in which case the other may claim only under subparagraph (a) (iii) above, if otherwise entitled.

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Director General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above and regulation 6.10 shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance.

(d) Staff in the General Service and related categories shall be entitled to receive dependency allowances at rates and under conditions determined by the Director General, due regard being given to the circumstances in the locality.

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Director-General. A separate claim for dependency allowances shall be made each year.

Regulation 6.12

(a) The Director-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university or other post-secondary educational institution of a type which will, in the opinion of the Director-General, facilitate the child's re-assimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is earlier, subject to the upper age limit of 25 years. Admissible expenses actually incurred shall be reimbursed based on a sliding scale subject to a maximum grant as approved by the General Assembly of the United Nations. Travel costs of the child attending school at the primary or secondary levels may also be paid for an outward and return journey between the educational institution and the staff member's duty station, normally once in each scholastic year, under conditions established by the Director-General.

(b) The Director-General shall establish terms and conditions under which assistance for boarding-related expenses shall be provided to staff members serving in duty stations other than those classified by the International Civil Service Commission as headquarters duty stations whose children attend boarding school outside the country of the duty station at the primary and secondary levels, at an amount approved by the General Assembly of the United Nations. The Director-General may establish conditions under which boarding assistance may exceptionally be granted to staff members serving at headquarters duty stations whose children attend boarding school outside the country of the duty station at the primary and secondary levels.

(c) The Director-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Director-General shall establish terms and conditions under which a special education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the education expenses actually incurred, up to a maximum amount approved by the General Assembly of the United Nations.

Article VII - Annual and Special Leave

Regulation 7.1:

Staff shall be allowed appropriate annual leave.

Regulation 7.2:

Special leave may be authorized by the Director-General as defined in the Staff Rules.

Regulation 7.3:

Eligible staff shall be granted home leave once in every two years. However, in the case of service at duty stations designated by the International Civil Service Commission as D and E category and that do not fall under the rest and recuperation framework, the Director General may grant eligible staff home leave once every 12 months. Staff whose home country is the country of their official duty station or who continue to reside in their home country while performing their official duties shall not be eligible for home leave.

Article VIII - Social Security

Regulation 8.1:

Provision shall be made for the participation of staff in the United Nations Joint Staff Pension Fund in accordance with the Regulations and Rules of that Fund.

Regulation 8.2:

The Director-General shall establish a scheme of social security for the staff, including provisions for health insurance, sick leave and maternity leave, and reasonable compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Organization.

Article IX - Travel and Relocation Expenses

Regulation 9.1:

Subject to conditions and definitions prescribed by the Director-General, the Organization shall in appropriate cases pay the travel expenses of staff, their spouses and dependent children.

Regulation 9.2:

Subject to conditions and definitions prescribed by the Director-General, the Organization shall pay relocation costs for staff.

Article X - Separation from Service

Regulation 10.1:

Staff may resign from the Organization upon giving the Director-General the notice required under the terms of their appointment.

Regulation 10.2:

Subject to the following provisions, staff members shall not be retained in active service beyond the age of 65 years:

- (a) Staff members appointed prior to 1 January 1990, or between 1 January 1990 and 31 December 2013, may exercise their acquired right to separate on retirement at age 60 or 62, respectively.
- (b) No change shall be made to the mandatory age of separation of a staff member who was retained in service beyond his or her mandatory age of separation prior to or on 1 January 2018.
- (c) The Director General decides, in the interest of the Organization, to extend the age limit in individual cases. Such extension shall normally not be granted for more than a total period of two years in the case of staff in the Professional and higher categories or in the General Service and related categories, or five years in the case of staff specifically engaged for service with technical co-operation projects.

Regulation 10.3:

- (a) The Director-General may terminate the appointment of a staff member who holds a permanent appointment 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 the staff member is, for reasons of health, incapacitated for further service.
- (b) The Director-General may also terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organization and is not contested by the staff member concerned.
- (c) In the case of a staff member with a fixed-term appointment which has been confirmed following completion of an initial period of probationary service, the Director-General may terminate the fixed-term appointment prior to its expiration date for any of the reasons specified in paragraphs (a) and (b) above or for such other reason as may be specified in the letter of appointment.
- (d) In the case of all other staff, including staff serving a period of probationary service under a fixed-term appointment, the Director-General may, at any time, terminate the

appointment if, in his or her opinion, such action would be in the interest of the Organization.

Regulation 10.4:

The Director-General shall establish a joint body with staff participation to advise him or her on any proposed termination of an appointment under regulation 10.3(a) or (c) if it is based on the ground of unsatisfactory services. No termination shall take place in such cases until the matter has been considered and reported on by the joint body.

Regulation 10.5:

A staff member absent from duty without satisfactory explanation for more than 15 working days shall be considered to have abandoned his or her post and the staff member shall be separated from service without indemnity provided that the Organization shall make every reasonable attempt to locate such a staff member prior to his or her separation from service. The Director-General may, however, withhold the separation action if he or she is satisfied that the absence is due to circumstances beyond the staff member's control.

Regulation 10.6:

(a) If the Director-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 Director-General in accordance with the rates and conditions set out in schedule III of the present regulations.
(b) The Director-General may, where the circumstances warrant and he or she considers it justified, pay to a staff member whose permanent appointment is terminated under regulation 10.3(b) a termination indemnity not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations and Staff Rules.

Regulation 10.7:

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Regulation 10.8:

The Director-General shall establish a scheme for the payment of repatriation grants payable to staff members whom the Organization is obligated to repatriate in accordance with the rates and conditions set out in schedule IV of the present regulations.

2 Note: In accordance with decisions GC.2/Dec.29 and GC.3/Dec.27 of the General Conference, a proposed text of regulation 10.7 has been referred to the Industrial Development Board for further consideration.

Article XI - Disciplinary Measures

Regulation 11.1:

The Director-General may establish administrative machinery with staff participation which will be available to advise him or her in disciplinary cases.

Regulation 11.2:

The Director-General may take disciplinary measures against staff members who do not meet the highest standards of integrity required by Article 11.5 of the Constitution or whose conduct is otherwise unsatisfactory. He or she may summarily dismiss a staff member for such lack of integrity or other serious misconduct.

Article XII - Appeals

Regulation 12.1:

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

Regulation 12.2:

(a) The Administrative Tribunal of the International Labour Organisation shall, under conditions prescribed in its statute (except for cases dealt with by the United Nations Appeals Tribunal under paragraph 12.2(b) below), hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

(b) The United Nations Appeals Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff alleging non-observance of the Regulations and Rules of the United Nations Joint Staff Pension Fund.

Article XIII - General Provisions

Regulation 13.1:

The present regulations may be amended by the General Conference upon recommendation of the Industrial Development Board, without prejudice to the acquired rights of the staff.

Regulation 13.2:

The present regulations, except regulation 13.2, may also be provisionally amended by the Industrial Development Board, without prejudice to the acquired rights of the staff. Where such amendments have financial implications, they shall be within the budgetary level approved by the General Conference. The full text of such provisional amendments shall be reported to the General Conference at its next regular session for final approval. Should the General Conference decide not to give its final approval, the provisional amendment shall no longer be applicable.

Regulation 13.3:

The Director-General is authorized, within the budgetary level approved by the General Conference, to make appropriate amendments to the following schedules so as to bring them into conformity with any relevant decisions that may be taken by the General Assembly of the United Nations on recommendation of the International Civil Service Commission:

Schedule I	Unified Salary scales for Professional and higher categories
Schedule II	Staff assessment rates
Schedule III	Termination indemnity
Schedule IV	Repatriation grant
Annex I	(cancelled)
Annex II	(cancelled)

The Director-General shall report annually on such amendments to the Industrial Development Board.

Regulation 13.4:

The Director-General shall report annually to the Industrial Development Board such staff rules and amendments thereto as he or she may make to implement the present regulations. Should the Board find that such a rule and/or amendment is inconsistent with the intent and purpose of the regulations, it may direct that the rule and/or amendment be withdrawn or modified. In such cases,

the rule and/or amendment in question shall not give rise to acquired rights within the meaning of regulation 13.1.

Regulation 13.5:

The present regulations shall take effect as of 1 July 1988. Nothing in these regulations shall affect the acquired rights of staff under their appointments previously governed by the staff regulations and rules of the United Nations.

Annex I - Dependency Allowances

(cancelled)

Annex II - Amounts of Education Grant and Special Education Grant

(cancelled)

SCHEDULE I
SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES
SHOWING ANNUAL GROSS SALARIES AND THE NET EQUIVALENTS
AFTER APPLICATION OF STAFF ASSESSMENT
(United States dollars)

Effective 1 January 2021

		Steps														
LEVEL		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	PP1	PP2
D-2	Gross	148 744	152 092	155 517	158 944	162 371	165 798	169 221	172 650	176 074	179 498	-	-	-	-	-
	Net	113 621	115 881	118 141	120 403	122 665	124 927	127 186	129 449	131 709	133 969	-	-	-	-	-
D-1	Gross	133 164	136 000	138 840	141 679	144 507	147 347	150 194	153 198	156 211	159 217	162 224	165 229	168 239	-	-
	Net	102 715	104 700	106 688	108 675	110 655	112 643	114 628	116 611	118 599	120 583	122 568	124 551	126 538	-	-
P-5	Gross	114 767	117 181	119 596	122 006	124 420	126 831	129 247	131 659	134 071	136 483	138 897	141 306	143 723	-	-
	Net	89 837	91 527	93 217	94 904	96 594	98 282	99 973	101 661	103 350	105 038	106 728	108 414	110 106	-	-
P-4	Gross	93 964	96 109	98 254	100 433	102 760	105 089	107 420	109 749	112 076	114 401	116 734	119 057	121 386	123 719	126 047
	Net	74 913	76 543	78 173	79 803	81 432	83 062	84 694	86 324	87 953	89 581	91 214	92 840	94 470	96 103	97 733
P-3	Gross	77 132	79 117	81 103	83 086	85 072	87 055	89 039	91 028	93 011	94 995	96 984	98 968	101 036	103 189	105 343
	Net	62 120	63 629	65 138	66 645	68 155	69 662	71 170	72 681	74 188	75 696	77 208	78 716	80 225	81 732	83 240
P-2	Gross	59 612	61 387	63 161	64 936	66 713	68 491	70 268	72 038	73 816	75 589	77 366	79 143	80 917	82 692	-
	Net	48 805	50 154	51 502	52 851	54 202	55 553	56 904	58 249	59 600	60 948	62 298	63 649	64 997	66 346	-
P-1	Gross	45 990	47 370	48 749	50 142	51 647	53 157	54 662	56 170	57 676	59 184	60 689	62 196	63 703	65 209	-
	Net	38 172	39 317	40 462	41 608	42 752	43 899	45 043	46 189	47 334	48 480	49 624	50 769	51 914	53 059	-

Schedule II - Staff Assessment

Regulation 6.8 (a)

(i) The assessment shall be calculated at the following rates for staff whose salary rates are set forth in schedule I of the present regulations:

Total assessable payments (US dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)
First \$20,000 per year	19
Next \$20,000 per year	23
Next 20,000 per year	26
Next 20,000 per year	28
Remaining assessable amount	29

Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments

Total assessable payments (US dollars)	Staff assessment (percentage)
First \$50,000 per year	17
Next \$50,000 per year	24
Next \$50,000 per year	30
Remaining assessable payments	34

(ii) The assessment shall be calculated at the following rates for staff whose salary rates are established under regulation 6.5 (a) of the present regulations:

Total assessable payments (US dollars)	Assessment (percentage)
Up to \$20,000 per year	19
From \$20,001 to \$40,000 per year	23
From \$40,001 to \$60,000 per year	26
\$60,001 and above per year	31

(iii) The Director General shall determine which of the scales of assessment set out in (i) and (ii) above shall apply to staff whose salary rates are established under regulation 6.4 or 6.6 of the present regulations.

Schedule III - Termination Indemnity

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

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 10.6 (b), the termination indemnity shall be paid in accordance with the following schedule:

Completed years of service	Months of gross salary less staff assessment	
	Permanent appointments	Fixed-term appointments
Less than 1	Not applicable) One week for each) month of uncompleted) service subject to a) maximum of three) months indemnity pay
1	Not applicable	
2	3	
3	3	
4	4	
5	5	
6	6	3
7	7	5
8	8	7
9	9	9
10	9.5	9.5
11	10	10
12	10.5	10.5
13	11	11
14	11.5	11.5
15 or more	12	12

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) above reduced by the amount of any disability benefit that the staff member may receive under the Regulations and Rules of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.

(c) A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Director-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) above.

(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 fixed-term appointment 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 or her post.

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

(e) Staff members specifically engaged for conference and other short-term service may be paid termination indemnity if and as provided in their letters of appointment.

Schedule IV - Repatriation Grant

In principle, the repatriation grant shall be payable to staff members who have completed at least five years of qualifying service, whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Director-General. The amount of the grant shall be proportional to the length of qualifying service with the Organization (including any previous qualifying service with the United Nations) as follows:

	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor a dependent child at time of separation	
Years of qualifying service away from home country	Weeks of gross salary less staff assessment		
		Professional and higher categories	General Service category
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14