



# UNITED NATIONS COMMON SYSTEM OF SALARIES, ALLOWANCES AND BENEFITS

**International Civil Service Commission**  
January 2014

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**UNITED NATIONS COMMON SYSTEM  
OF SALARIES, ALLOWANCES AND BENEFITS**

***Foreword***

*This booklet, which provides a general description of the United Nations common system of salaries, allowances and benefits, is intended as a source of general reference for Member States, organizations and other users. The basic features of the common system are described in the body of the booklet; specific salary rates and allowances, which change periodically, are provided in annexes which are updated from time to time.*

*The booklet aims to give succinct information on the main elements of the system. It does not provide a comprehensive account of all conditions of service as specified in the staff rules, regulations and administrative manuals of the respective organizations of the common system. Nor does it cover the terms of service of short-term staff, consultants or conference service staff who are employed under separate arrangements.*

*As the employment contracts of individual staff are based on the staff rules and regulations of the employing organization, legal and administrative interpretations concerning salaries, allowances and benefits should be made on the basis of those instruments.*

***Kingston P. Rhodes  
Chairman  
International Civil Service Commission***

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## INTRODUCTION

A common system of salaries, allowances and benefits is applied by the United Nations, its affiliated funds and programmes and most of its specialized and related agencies. The World Bank Group and the International Monetary Fund - although specialized agencies of the United Nations - are not part of the common system.

The common system applies to approximately 100,000 staff members serving at over 650 locations. Common personnel standards, methods and agreements are designed to avoid serious discrepancies in terms of conditions of employment, avoid competition in recruitment of personnel and facilitate the interchange of personnel.

The International Civil Service Commission (ICSC) was established by the General Assembly of the United Nations in 1974 to regulate and coordinate the conditions of service of the United Nations common system. The Commission is composed of 15 members appointed by the General Assembly in their personal capacity. Members are selected from among individuals with substantial experience of executive responsibility in public administration or related functions, due regard being paid to considerations of geographical distribution. Two members of the Commission are designated Chairman and Vice-Chairman and serve on a full-time basis. The Commission is assisted by a full-time secretariat staff specializing in remuneration, statistical and personnel policy questions.

Many features of the common system apply equally to all staff members. Recruitment criteria and salaries and related allowances, however, differ as between two main groups of staff: the Professional and higher categories (hereinafter generally referred to as Professional staff) and the General Service and other locally recruited categories (hereinafter usually referred to as General Service staff). This booklet considers each of these broad groups of staff separately and refers also to two other relatively small categories, the Field Service and National Professional Officers.

## ***THE PROFESSIONAL AND HIGHER CATEGORIES***

### **I. SALARIES AND RELATED ALLOWANCES**

#### *A. Salary system*

Staff members in the Professional and higher categories are recruited internationally and are paid on the basis of salary scales applied worldwide and established by the General Assembly of the United Nations on the recommendation of ICSC. A common job classification system developed by ICSC provides the structure for this salary scale. The job classification standard, promulgated in January 2004, consists of the Master Standard which employs a point-factor system, and is accompanied by grade level descriptors.

The salary of staff in the Professional and higher categories is made up of two main elements: a base or floor (minimum) salary and post adjustment, both expressed in United States dollars. Post adjustment is a cost-of-living adjustment designed to preserve equivalent purchasing power for all duty stations. The term "net remuneration" as used in this booklet means net base/floor salary plus the post adjustment applicable for a given location (the term "net based salary" is defined in section B below).

#### *B. Salary scales and increments*

The Professional and higher categories comprise five Professional grades (P-1 to P-5), two Director levels (D-1 and D-2) as well as the levels of Assistant Secretary-General and Under-Secretary-General in some organizations and Assistant Director-General and Deputy Director-General in others. The base/floor salary scale for the Professional and higher categories is shown in annex I. The scale, expressed as gross and net base salaries, is applied uniformly, worldwide, by all organizations in the common system. Although salaries are expressed in United States dollars, in most duty stations staff must accept part of their salary in local currency. The base/floor salary is used to calculate the amounts of post adjustment/cost-of-living differential (see section D). For each 1 per cent cost-of-living differential indicated by the post adjustment index, 1 per cent of base/floor salary is added to the base salary. The base/floor salary scale represents the minimum, or floor remuneration payable i.e., no deductions are made from it. The scale is used to calculate certain separation payments (see section IV-C).

**Staff assessment:** Staff assessment is a form of internal tax administered by the organizations. Base salary scales are expressed as gross and net amounts. By deducting staff assessment from the gross amount, at either the single or the dependent rate (see note in annex I), a net base/floor salary is obtained. What the staff member receives is the net salary shown in the salary schedule (annex I).

**Income taxes:** Most Member States have granted United Nations staff exemption from national income taxation on their United Nations emoluments. However, a few Member States do tax the emoluments of their nationals. In such cases, the organizations reimburse the income tax to the staff member. Funding arrangements for these tax reimbursements vary from one organization to another.



**Salary increments:** Within-grade increments are awarded on the basis of satisfactory service. Most increments are granted annually, but there is a two-year qualifying period for the top step of level P-2, above step XIII of level P-3, above step XII of level P-4, above step X of level P-5, above step IV of the D-1 level and for all steps at the D-2 level.

**Language incentive:** In some organizations, an increment may be granted at an accelerated rate of 10 or 20 months, to staff with an adequate and confirmed knowledge and use of a second official language of the organization.

### *C. Level of salaries*

The level of salaries for Professional staff is determined on the basis of the Noblemaire principle, named after the chairman of a committee of the League of Nations. This principle states that the international civil service should be able to recruit staff from all its Member States, including the highest paid. In application of the Noblemaire principle, the salaries of Professional staff are set by reference to the highest paying national civil service.

The Commission makes a periodic check to identify the national civil service of the Member State which has the highest pay levels and which by its size and structure lends itself to a significant comparison. The federal civil service of the United States of America has to date been taken as the highest paid national civil service.

Periodic equivalency studies are made between the grades of jobs in the United Nations system and those in the comparator civil service. These studies establish equivalencies between each of the grades (P-1 to D-2) of the United Nations with each of the respective grades and categories of the comparator civil service. These grade equivalencies form the basis for comparison of remuneration paid in the two services at their respective bases (New York and Washington, D.C.). Net remuneration on the United Nations side (base salary plus applicable post adjustment) at New York for each grade P-1 to D-2 is compared to the salaries (net of income tax) of equivalently graded jobs in the comparator civil service in Washington, D.C. This comparison is expressed as an average ratio over a 12-month period and is known as the margin. A margin in favour of United Nations salaries is considered necessary to compensate for specific elements relating to expatriate service. An adjustment to account for the difference in cost of living between New York and Washington, D.C. is included in the calculation of the margin. The margin should remain within a range of 110 to 120 (i.e. the United Nations being 10 to 20 per cent ahead of the comparator service), with a desirable midpoint of 115. Procedures are applied by the Commission to ensure that the margin is maintained within this range.

### *D. Post adjustment*

The post adjustment system is designed to ensure that Professional salaries have the same purchasing power at all duty stations. As the cost-of-living varies significantly between duty stations, Professional salaries are set at different levels at each duty station so as to compensate for these observed differences in living costs. Differences in living costs are measured through periodic place-to-place surveys conducted at all duty stations. The surveys measure the cost-of-living of a duty station relative to the cost-of-living at the base of the system (New York). The results are reflected in a post adjustment index for each duty station. Duty stations with higher costs of living

than New York have higher post adjustment indices, and consequently, higher salaries, while those which are less expensive than New York have lower post adjustment indices and lower salaries than New York.

Post adjustment indices for duty stations, as determined by periodic place-to-place surveys conducted once every four or five years, are updated monthly to reflect changes due to inflation (local CPI) and exchange rate fluctuations (local currency vis-à-vis the U.S. dollar). These updated post adjustment indices provide the basis for establishing the post adjustment classifications which directly determine salary levels (base plus post adjustment). Post adjustment classifications specify the number of multiplier points of post adjustment which may be paid in addition to net base salary at any duty station. One multiplier point is equal to 1 per cent of base salary. Consequently, a multiplier of 10.0 results in a post adjustment payment equal to 10 per cent of base salary. The multiplier is expressed with only one digit after the decimal point. This is paid in addition to the net base/floor salary. Arrangements for updating post adjustment classifications differ as between hard and soft-currency duty stations. For hard-currency duty stations, a change in post adjustment to account for inflation is made after either a full 5 per cent movement of the post adjustment index or a 12-month period since the last change, whichever comes first. Exchange rate changes at these duty stations are reflected monthly in post adjustment classifications. For other (soft-currency) duty stations, the post adjustment classification is reviewed every four months for inflation and exchange rate changes.

ICSC reviews annually the level of the base/floor salary scale which represents the minimum salary payable to staff at all duty stations. These reviews usually result in the General Assembly increasing the base/floor salary scale and consolidating a number of multiplier points of post adjustment into the base/floor salary scale. This process ensures that minimum United Nations salaries are updated to take account of changes in the pay level of the comparator civil service. As a result of these increases in base/floor salary scale all post adjustment classifications (multipliers) must be recalculated as the purpose of changes in the base/floor scale is not to give a general salary increase applicable at all duty stations but rather to maintain minimum United Nations salaries. In this connection it should be noted that there is an important distinction to be drawn between the base/floor salary scale and the actual salary paid at the base of the system (New York). New York, as the base of the system, serves as a point of reference for measuring cost-of-living differentials between duty stations but the salary levels payable in New York normally consist of two elements: base/floor salary and a post adjustment element. The level of New York salaries, like other duty stations, is normally adjusted in the light of movements in the cost-of-living at the duty station, while the level of base/floor salaries is adjusted in the light of movements of comparator salaries.

The management of the post adjustment system is the responsibility of ICSC. Consequently, changes in the post adjustment classification of duty stations are approved and promulgated monthly by the Chairman of ICSC. The post adjustment system is more fully described in a booklet issued by ICSC entitled *The post adjustment system, what it is, how it works*.

Examples of the calculation of net remuneration (base salary plus post adjustment) are given in annex II.

### *E. Rental subsidies and deductions*

The rental subsidy/deduction scheme, which is an integral part of the post adjustment system, was designed to ensure equal treatment of staff as regards housing costs.

The post adjustment index of a duty station includes a housing element calculated on the basis of average rents paid by international staff at the location. Experience has shown that newcomers tend to be faced with rents substantially higher than the average. Staff members who have been at the duty station for some time may be placed in the same position for reasons beyond their control if they are forced to change dwelling. On the other hand, staff members are sometimes provided with housing by a host government, which can result in a rent considerably below the market average. In the above circumstances, a rental subsidy or a rental deduction is applicable; these are described below.

**Rental subsidies:** A subsidy may be paid when a staff member's rent exceeds a so-called threshold rental. At field duty stations the subsidy is 80 per cent of the excess of the staff member's actual rent over the rental threshold, in most cases up to a certain limit. The rental thresholds applicable at each duty station are approved and promulgated by the Chairman of ICSC. At headquarters duty stations, the subsidy starts at 80 per cent of the difference for the first four years, and is reduced to 60 per cent, 40 per cent and 20 per cent, respectively, for the next three years, after which it is discontinued. Normally, subsidies do not exceed 40 per cent of the rent; however, in a few field duty stations where commercial rents are excessively high, this limit may be waived.

Rental subsidy applications are reviewed to ensure that the accommodation is of a reasonable standard in relation to established criteria. When the dwelling is larger or of a better quality than the norm for the duty station, the subsidy is calculated using that norm.

Annex III provides an example of the calculation of rental subsidy.

**Rental deductions:** Staff members are occasionally provided with housing by a government, agency or organization at rents substantially below the average included in the post adjustment. In such cases, a deduction or rental charge may be applicable. Where such housing has been certified by the local head of office to be clearly below standard, the rental deduction may be reduced by one half and, in very exceptional circumstances, the Chairman of ICSC may authorize a full waiver of the deduction.

### *F. Overtime and night differential*

**Overtime:** Professional staff members are not eligible to receive overtime payments. In some organizations, occasional time off may be granted to staff who have been required to work substantial or recurrent periods in excess of the normal working hours.

**Night differential:** In some organizations, night differential payments may be authorized for Professional staff member who regularly work at night.

### *G. Special post allowance*

Staff members who assume for a substantial period of time the full range of duties and responsibilities of a post at a level clearly higher than their own may be granted an allowance which is normally temporary and non-pensionable and is most commonly called a "special post allowance" (SPA). The amount of the allowance is usually the difference between the current pay of the staff member and that which would be applicable on promotion to the higher grade.

### *H. Dependency benefits*

Dependency benefits are provided in the form of higher net salaries and allowances for staff with dependants (dependency or "D" rate) than for those without dependants (single or "S" rate) and by flat-rate allowances for children and secondary dependants. There is no dependent spouse allowance for Professional staff.

A lower rate of staff assessment is applied to the gross salary of a staff member with a dependent spouse or child, resulting in a net base salary higher than that of a single staff member. Higher amounts of post adjustment (see section D above) and higher mobility and hardship allowances (see section II-B) and assignment grant (see section II-D) are also payable in such cases. Single/dependency rates also apply to separation payments (see section IV).

Children's allowances in the form of a flat amount per child are available to all eligible staff as a social benefit. The allowance is established as a global flat amount calculated as the average of the United States dollar amounts of child benefits at the eight headquarters duty stations weighted by the number of staff at those locations. At hard-currency (Group I) locations, the United States dollar amount of the allowance, currently \$2,929, is converted to local currency using the official United Nations exchange rate as at the month of promulgation. The flat amount will be recalculated on the same basis at the time of every subsequent review.

To qualify as a dependant, a child must be under the age of 18, or, if in full-time attendance at a school or university, be under 21 years of age. Professional staff who have dependent children but no dependent spouse, qualify for the dependency rate of salary and allowances in respect of the first dependent child. In that case, the children's allowance is not paid for the first dependent child.

Where there is no recognized primary dependant, a secondary dependant's allowance may be payable for a dependent parent, brother or sister if evidence of support, based on established criteria, is provided. A staff member may not concurrently receive more than one secondary dependent's allowance. Based on the new methodology, the revised secondary dependent's allowance is set at 35 per cent of the children's allowance, currently US\$1,025, and will be adjusted on the same basis as the children's allowance during the next review of the allowance.

Annex IV provides the new rates of the children's and secondary dependant's allowances. These rates effective 1 January 2011, will remain unchanged until the next review.

### *I. Education grant*

An education grant is available to internationally recruited staff members serving outside their home country to cover a part of the cost of educating children in full-time attendance at an educational institution. The grant is payable up to the end of the fourth year of post-secondary studies; students are subject to a maximum age limit of 25 years. The amount of the grant is equivalent to 75 per cent of allowable costs, subject to the maximum amounts indicated in annex V.

At designated locations where educational facilities are inadequate, boarding costs for children at the primary or secondary level may be reimbursed at a rate of 100 per cent, up to a specified maximum amount, in addition to the standard maximum amount of education grant.

A staff member is entitled to travel expenses for the child for one return journey each academic year between the educational institution and the duty station, (provided that the educational institution is outside the country of the duty station). At designated duty stations where educational facilities are unavailable, an additional round trip travel is permitted in the non-home leave year. The reimbursement of education grant travel expenses is limited to the cost of round-trip travel between the duty station and the staff member's recognized place of home leave.

If staff members are reassigned to their home country after having been eligible for education grant, they may, to ease the transition, continue to receive the grant for the balance of the school year.

### *J. Disabled dependants*

Special assistance is available to staff with disabled dependants. The children's allowance for a disabled child is twice the usual amount as shown in annex IV. The education grant for disabled children is based on 100 per cent of allowable costs, subject to the overall maximum amount as given in annex V. There are also provisions, applicable at the discretion of the executive head of each organization, in respect of medical and travel expenses.

## **II. ENTITLEMENTS RELATED TO TRAVEL, RELOCATION AND MOBILITY OF STAFF**

### *A. Travel expenses*

The employing organization normally pays the travel expenses of a staff member on initial appointment, on change of duty station, on separation from service, for travel on official business, for home leave travel, and on travel to visit family members. The specific provisions are described in the relevant sections of this booklet.

The travel expenses of a staff member's spouse and/or dependent children are normally payable on the initial appointment or reassignment of a staff member for one year or more; on separation from service; on education grant travel and on home leave.

Travel expenses include payment of daily subsistence allowance (DSA) at rates established and promulgated by the Chairman of ICSC. DSA for eligible family members is half the rate for the staff member. It is not paid in connection with education grant travel, home leave or family-visit travel, except for stopovers made under specific conditions. Transfer expenses at points of departure and arrival are covered through additional payments.

In special circumstances requiring evacuation of staff members and their families for medical or security reasons, the organizations also cover certain defined travel and travel-related costs.

United Nations officials other than staff members who are at a rank equivalent to Assistant Secretary-General or above, and the Director's level shall be paid the DSA at the rates promulgated by the Chairman of ICSC, plus an additional 40 per cent and 15 per cent respectively. Those additional amounts shall not apply to rates payable after *60 days* in any one location.

## *B. Mobility and hardship*

### *1. Hardship allowance*

#### **Purpose of hardship allowance**

Most of the United Nations organizations' work is done in the field and often in countries where living and working conditions are difficult. The hardship allowance aims to compensate staff for difficult living conditions at these duty stations.

#### **Hardship categories**

Hardship categorization assesses the overall quality of life at a duty station. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, education, housing, climate, isolation and the availability of the basic amenities of life. Duty stations are categorized on a scale of difficulty from A to E with A being the least difficult (see annex VI, table 1 for amounts of hardship allowance).

### *2. Mobility allowance*

#### **Mobility in the United Nations common system**

The concept of mobility in the United Nations common system includes movement within and across organizations in the United Nations common system, occupations and geographic locations. For the purposes of the mobility and hardship scheme, mobility is the geographic reassignment of a staff member for a period of one year or more from one duty station to another.

## **Eligibility**

Internationally recruited staff on an assignment of one year or more who have had five consecutive years of service in the United Nations system may qualify for the mobility allowance.

The allowance is not payable to short-term staff, staff members who either receive DSA or who are assigned to peacekeeping activities and are on mission subsistence allowance (MSA), United Nations Volunteers, consultants, holders of Special Service Agreements (SSAs) or those working under similar contractual arrangements.

## **Payment of the mobility allowance**

The mobility allowance is paid as of the second assignment at A to E duty stations and is increased for each move up to the seventh assignment after which it continues to be paid at the rate of the seventh assignment.

In order to qualify for payment at H locations, staff must have had at least two previous assignments at A to E locations. Furthermore, the mobility allowance will only be paid from the fourth assignment, and reaches a maximum on the seventh and subsequent assignments (see annex VI, tables 2 to 7 for amounts of mobility allowance).

After five consecutive years at the same duty station, the mobility allowance is discontinued.

### *C. Non-removal allowance*

The non-removal allowance is paid to staff members who upon appointment or reassignment are granted shipment of personal effects only. The non-removal element aims to compensate for the non-payment of the removal of household goods.

## **Eligibility**

Internationally recruited staff on an assignment of one year or more who did not receive an entitlement to allow for full removal of their household goods may qualify for the mobility allowance.

The payment of the non-removal element is made in a lump sum at the beginning of the assignment, up to a maximum of five years. Entitlement and payment modalities depend on the length of the staff member's contract and assignment. The amounts vary according to the staff member's grade and dependency status (see annex VI, table 8 for amounts of non-removal allowance).

The amounts for the hardship, mobility and non-removal allowances are reviewed every three years by reference to (a) the average movement of the net base salary plus post adjustment at the eight headquarters duty stations of the United Nations; (b) the movement of the out-of-area index for the post adjustment based on inflation factors in 21 countries; and (c) the movement of the base/floor salary scale.

#### *D. Assignment grant*

An assignment grant is paid when a staff member travels at the organization's expense on recruitment or transfer/reassignment for a period of service expected to be of at least one year.

The grant is intended to cover additional costs of taking up residence at the duty station and any pre-departure expenses incurred as a result of the relocation.

The grant comprises DSA and a lump-sum portion. The DSA portion of the grant consists of 30 days' DSA for the staff member and half that amount for each eligible family member for whom travel expenses to the duty station have been paid by the organization. The lump-sum portion consists, depending on circumstances, of one or two months' net remuneration at the duty station of assignment. The actual amount of the lump sum payable depends on the duration of the staff member's assignment, on whether or not the staff member is entitled to full household removal, and on whether the assignment is to a field (A-E) or headquarters (H) duty station. The structure of the assignment grant is summarized in annex VII, together with some examples of the calculation of the grant.

#### *E. Removal and shipment costs*

Expenses incurred for the full removal of household goods or a smaller shipment of personal effects are normally covered by the employing organization. The organizations determine which arrangement should pertain in a particular situation, on the basis of their operational requirements (including expected length of assignment). Maximum weight and volume limits for removal shipments have been established (as shown in annex VIII) and the costs of packing, crating and insurance are covered. Compensatory adjustments are made in the assignment grant based on whether the staff member has the full removal or the smaller shipment entitlement.

Storage costs may be authorized in the case of a staff member with a full removal entitlement who is temporarily transferred without the entitlement but is expected to return to the original duty station.

#### *F. Home leave*

Staff members posted outside their home country are normally entitled to paid travel every two years to their home country for themselves, their spouse and their dependent children. Home leave is intended to permit staff members and their families to renew their ties with the home country. A staff member traveling on home leave must spend a minimum period of annual leave (in most organizations of the common system, seven days) in his/her home country. No additional annual leave is granted for this purpose, but reasonable time off is given to cover the duration of travel between the duty station and the place of home leave. Home leave may be granted every 12 months at particularly difficult locations (see also section XIV below).

#### *G. Family-visit travel*

If none of the staff member's eligible family members has travelled to the duty station at the organization's expense during the preceding 12 months (apart from children on education grant travel) an organization may pay for the travel of a staff member to visit the family.



Family-visit travel may normally be taken every other year, provided it takes place in the non-home leave year (see also section XIV below). Travel may be paid to the place of home leave, the place of recruitment or the previous duty station.

#### *H. Transportation of a privately owned automobile*

At designated duty stations outside Europe or North America, part of the cost of transporting a staff member's privately owned automobile to the duty station may be reimbursed up to an established maximum amount. A duty station may be designated for this purpose if automobiles for private use are unavailable or in short supply in the locality, and if privately owned automobiles cannot be resold or have a low resale value.

### **III. LEAVE**

#### *A. Annual leave*

Staff members accrue annual leave while in full pay status at the rate of two and one-half working days per month. Annual leave may be accumulated, but no more than 60 days of leave may be carried forward beyond a cut-off date established by the organization.

#### *B. Sick leave*

Staff members unable to work due to illness or injury may be granted sick leave. The limits on sick leave entitlements vary according to the organization and the appointment status of the staff member.

#### *C. Maternity leave*

Provision is made for maternity leave with full pay, normally commencing six weeks prior to the anticipated date of delivery and extending for a total period of 16 weeks. Annual leave accrues during maternity leave provided the staff member returns to work for at least six months thereafter. Sick leave is not granted for maternity cases except where serious complications occur.

#### *D. Paternity leave*

Special leave with full pay may be granted by the executive head to a male staff member for the birth of a child. The leave is granted for a period of up to four weeks or, in the case of internationally recruited staff members serving at a non-family duty station, up to eight weeks. Such leave may be taken continuously or in separate periods during the year following the birth of the child.

#### *E. Adoption leave*

Special leave may be granted with full pay for the adoption of a child under conditions and for the period established by the executive head of the organization.

### *F. Special leave*

Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the organization, in exceptional cases of extended illness, in the event of adoption of a child by a staff member or for other important reasons. The duration of the special leave is decided by the executive head of the organization based on the merits of each case.

### *G. Official holidays*

Official holidays, normally up to ten a year, are designated for each duty station. These are not charged to annual leave and their timing varies according to local conditions and customs.

## **IV. SEPARATION PAYMENTS**

### *A. Commutation of accrued annual leave*

If upon separation from service staff members have annual leave which they have been unable to use up for reasons of service, this leave may be converted into a cash amount, calculated on the basis of the net remuneration (net base salary plus post adjustment) payable at the duty station where the staff member served prior to separation. The maximum amount of leave which may be commuted in this way is 60 days.

### *B. Repatriation grant*

A repatriation grant is payable on separation to staff members whom the organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their home country. Evidence of relocation away from the country of the last duty station must normally be provided, although repatriation to the home country is not a requirement. The amount of the grant is calculated by reference to the base/floor salary scale and varies according to family status and length of service outside the home country up to the maxima shown in annex IX. The grant is not paid to staff members who are summarily dismissed.

### *C. Termination indemnity*

A termination indemnity may be payable to a staff member whose appointment is terminated by the employing organization for any of the following reasons: abolition of post or reduction of staff, health, unsatisfactory service or agreed termination.

Termination indemnity is not payable in other circumstances of separation, i.e., resignation, expiration of appointment, summary dismissal, abandonment of post or retirement as per Pension Fund regulations.

A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to that provided in annex X of the present document, reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United

Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.

A staff member whose appointment is terminated for unsatisfactory service or who for disciplinary reasons is separated from service for misconduct other than by dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided in annex X.

*D. Death grant*

A death grant is paid to the surviving spouse and/or dependent children of a staff member who dies in service when he/she held an appointment for one year or had completed one year of service. The payment is calculated according to the following schedule:

<i>Completed years of service</i>	<i>Months of base/floor salary</i>
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

**V. SOCIAL SECURITY**

*A. Health and life insurance*

The organizations make group health insurance schemes available to staff members and their dependants and subsidize the premiums. In some instances the health insurance scheme complements locally available public health insurance.

Group life or accident insurance schemes are also available. As participation is voluntary, the costs of these schemes are borne in full by the staff member.

*B. Compensation for service-incurred death, injury or illness*

The organizations have established schemes to provide compensation to staff members or their recognized dependants in the event of death, injury or illness attributable to the performance of official duties.

### *C. Pensions*

The United Nations Joint Staff Pension Fund (UNJSPF) provides retirement, disability and survivors' benefits for the staff of organizations that are members of the Fund. A full description of these schemes can be found in the UNJSPF Regulations and Rules and at the Fund's website: <http://www.unjspf.org>. The website also provides contact information, interactive guides, a benefit estimator, access to forms and booklets on specific topics relating to the Fund.

Staff members who have an appointment of six months or more or who complete six months of service without an interruption of more than 30 days become participants in the Fund. A worldwide scale of pensionable remuneration, used for determining contributions to the Fund and for calculating pension benefits, is applicable to all Professional staff. The current scale is shown in annex XI. The current staff assessment rates for pensionable remuneration are shown in annex XII.

The current rate of contribution to the Fund is 23.7 per cent of pensionable remuneration, with two-thirds paid by the organization and one-third by the staff member.

The actual amount a beneficiary receives depends on a number of factors, such as the length of contributory service, age at separation, benefit accumulation rate and Final Average Remuneration (FAR). The FAR is defined as the average of pensionable remuneration for the highest 36 months of the last five years of service. Benefit accumulation rates, which may vary according to the date on which the staff member joined the Fund, are described in detail in UNJSPF Regulations and Rules. Under conditions prescribed in UNJSPF Regulations and Rules, a child's benefit may be payable concurrently with a participant's pension, and survivor's benefits may be payable to a spouse, child or secondary dependant. The Pension Fund does not reimburse national taxes on pensions.

## **THE GENERAL SERVICE AND OTHER LOCALLY RECRUITED CATEGORIES**

### **VI. SALARIES AND RELATED ALLOWANCES**

#### *A. Salary system*

General Service staff are recruited and paid on a local basis. The General Service covers such functions as messengers, clerks, typists, secretaries and administrative support staff. A number of other specialized and technical personnel, such as those engaged in printing, building maintenance, security or laboratory work may be included in the General Service category; in some duty stations, there are one or more separate locally recruited categories for such staff. The term General Service category as used in this booklet normally includes all of the above groups of staff as their salaries and benefits are determined in a similar manner.

In 2009 a new global job classification standard was approved for the General Service and related categories. This new global standard has been applied by all organizations in all duty stations. The standard also provides a framework for salary comparisons with the external market.

Although it is the policy of organizations to recruit General Service personnel locally, there

may be certain skills (e.g., linguistic) that can be found only outside the local area. A staff member recruited from outside the area of the duty station who is a national of another country may be granted non-local status and thereby become eligible for appropriate international benefits (see section J below).

### *B. Level of salaries*

For the most part, General Service staff members serve at the same duty station throughout their career. An underlying concept of the common system is that these staff should be compensated in accordance with the best prevailing conditions of service in the locality; consequently, they are paid not on the basis of a single global salary scale, but according to local salary scales established on the basis of salary surveys. ICSC has developed a methodology for conducting salary surveys which encompasses a wide range of employment conditions. At headquarters duty stations, ICSC recommends General Service salary scales for final approval by the organizations concerned. At non-headquarters duty stations, salary scales for General Service staff are established by the organizations according to agreed arrangements.

### *C. Salary scales and increments*

There is normally only one General Service salary scale per country. General Service salary scales are expressed in local currency per grade and step. While the number of grade levels and steps per level may vary from one duty station to another, there is, system-wide, a move towards a seven-grade level structure. Longevity steps may be included in the salary scales where local conditions so justify. At other locations, provision is made for one long-service step in addition to the regular steps for each grade. To qualify, staff must have been at the top of their grade for five years and have a minimum of 20 years' service.

Increments within each salary level are normally awarded annually on the basis of satisfactory service. General Service salary scales are reviewed periodically on the basis of comprehensive surveys of the best prevailing conditions of employment in the locality. Procedures have been established for adjusting salary scales between surveys.

Salaries are determined by comparing the net salaries of United Nations staff with the after-tax salaries of comparable staff employed by selected employers in the locality. United Nations gross salaries are then derived from net by the application in reverse of a staff assessment scale based on income tax rates at the eight headquarters locations and certain other major duty stations. The current common scale of staff assessment is given in annex XII.

The provisions for reimbursement of income taxes described above for Professional staff apply equally to General Service staff. The gross salary scales of the General Service staff also serve to establish levels of pensionable remuneration and separation benefits.

### *D. Language allowance*

A language allowance is normally payable to General Service staff who are proficient in two official languages and who have passed a language proficiency examination in one such official language other than the language in which they are required to be proficient by the time of their appointment. Official languages may vary somewhat according to organization, but normally include most of the following: Arabic, Chinese, English, French, Russian and Spanish.

A second language allowance is payable to a staff member who is proficient in a second

additional official language.

The language allowance is pensionable and is established at a flat rate for each duty station. The second language allowance, also pensionable, is half that amount.

#### *E. Non-pensionable component of salary*

If, in the course of a salary survey, it is determined that benefits and allowances treated as non-pensionable by outside comparators account for a significant part of the remuneration package, the establishment of a non-pensionable component separate from salary may be considered as the best means of approximating the local situation. The need for a non-pensionable component is reviewed periodically in conjunction with comprehensive salary surveys.

#### *F. Overtime and night differential*

**Overtime compensation:** General Service staff required to work overtime may receive compensatory time off or additional non-pensionable payments according to conditions established by the organizations. The amount of overtime compensation is based largely on prevailing local practice.

**Night differential:** Non-pensionable night differential payments may be authorized on the basis of prevailing outside practice for General Service staff members who are assigned to work at night.

#### *G. Special post allowance*

The conditions for payment of a special post allowance to General Service staff are as described above for Professional staff (see section I-G above). General Service staff may qualify for a special post allowance in respect of a Professional post.

#### *H. Dependency benefits*

Dependency benefits are provided in the form of non-pensionable flat allowances payable as a social benefit at all duty stations. For the children's allowance a minimum amount has been set at the equivalent of 2.5 per cent of the local General Services salary scale midpoint. A higher amount is payable where warranted by local practice. The number of children for whom the allowance is payable is restricted to six. The benefit for a disabled child is twice the normal amount.

A dependent spouse allowance is established where this is justified by local practice.

A secondary dependant's allowance may be payable in respect of not more than one dependent parent, brother or sister where justified by local practice. This allowance is not paid concurrently with an allowance for a dependent spouse.

### *I. Disabled dependants*

The special measures for staff with disabled dependants (see section I-J above) are applicable to General Service staff.

### *J. Allowances for General Service staff recruited on a non-local basis*

General Service staff members serving at designated duty stations who have been recruited from outside the country in which the duty station is located or in respect of whom the United Nations assumes an obligation to repatriate shall receive a pensionable, non-resident allowance under conditions determined by the Secretary-General. The annual amount of the allowance along with a list of the duty stations at which it is paid is shown in annex XIII.

With the entitlement of General Service staff to the mobility and hardship allowance, the non-resident allowance is being phased out with the exception of two residual situations as follows:

(a) Staff who as of 31 August 1990 were in receipt of a non-resident allowance but did not qualify for the payment of any elements of the mobility and hardship: hardship, mobility and non-removal. Those staff members, while eligible, will continue to receive such allowance at the rate and in accordance with the provisions in effect before 1 September 1983. For those staff members with an entry on duty before 1 September 1983 and in receipt of a non-residence allowance, the allowance remains in force, until separation from service or retirement;

(b) Staff appointed after 1 July 1990 who, at the time of a new appointment or reassignment, become entitled to a mobility and hardship allowance. A comparison would then be made between the amount of the non-resident allowance and that of the mobility and hardship allowance applicable at the new duty station and a decision adopted whether to pay an amount equivalent to the non-resident's allowance, or mobility and hardship allowance (plus a transitional allowance, if any).

In addition to the non-resident allowance, non-local General Service staff are also entitled to the education grant and related travel expenses for their children (see section II above). Rental subsidy is also paid to that category of staff.

## **VII. TRAVEL AND REMOVAL ENTITLEMENTS**

A daily subsistence allowance (DSA) is paid to General Service staff members who are required to travel on duty. For General Service staff in Africa, Asia and Latin America, special rates based on local practice may be paid for travel within the country of the duty station. For international travel, General Service staff members are paid the standard DSA rates for Professional staff.

The mobility allowance, hardship allowance, assignment grant, travel expenses and costs of removal of household effects are normally payable in respect of non-local General Service

staff on the same basis as for Professional staff. The corresponding amounts are shown in annexes VI to VIII.

Home leave, family-visit travel and unaccompanied shipments in conjunction with home leave may also be provided to non-locally recruited General Service staff.

## **VIII. LEAVE**

The provisions on annual leave, sick leave, maternity leave, paternity leave, adoption leave, special leave and official holidays described in section III above apply equally to General Service staff.

## **IX. SEPARATION PAYMENTS**

### *A. Commutation of accrued annual leave*

The provisions on commutation of accrued annual leave described in section IV.A above apply to General Service staff on the same basis as for Professional staff (see section IV.A. above), except that the payment shall be calculated on the basis of gross salary, including language allowance, if any, less staff assessment.

### *B. Repatriation grant*

The repatriation grant is paid to non-locally recruited General Service staff on the same basis as for the Professional category (see section IV.B above); the calculation of the amount of the grant is shown in annex IX.

### *C. Termination indemnity*

A termination indemnity is also paid to General Service staff under the same conditions as for Professional staff (see section IV-C above).

### *D. End-of-service grant*

An end-of-service allowance is paid to General Service staff at two duty stations (Rome and Vienna) to reflect local practice in this regard.

### *E. Death grant*

A death grant is payable to the survivors of a General Service staff member under the same conditions as for Professional staff. The amount depends on length of service and other criteria as shown in section IV.D above.



## **X. SOCIAL SECURITY**

### *A. Health and life insurance*

Generally, group health insurance schemes are made available by the organizations to locally recruited staff and their dependants. Some organizations offer locally recruited staff a health insurance scheme identical to that applicable to the Professional category, although often with a larger subsidy. In some duty stations, health insurance schemes have been developed locally taking into account available services and the needs of the staff. Life insurance is made available on the same basis as for Professional staff (see section V.A).

### *B. Compensation for service-incurred death, injury or illness*

Compensation for death, injury or illness attributable to service is provided in respect of General Service staff on the same basis as for Professional staff (see section V.B above), by reference to the applicable salary levels.

### *C. Pensions*

General Service staff members are participants in the Pension Fund, on the same conditions and subject to the same regulations as the Professional staff (see section V.C above). The pensionable remuneration of General Service staff members is equal to their gross salary plus any pensionable allowances (such as language allowance). The gross salary is established in local currency, but pensionable remuneration and benefits are fixed in United States dollars.

## **OTHER CATEGORIES**

## **XI. THE FIELD SERVICE CATEGORY**

A Field Service category has been developed by the United Nations for staff employed in peacekeeping missions and in the operation of the United Nations telecommunications systems. Certain other organizations in the common system also use this category for the employment of specialized staff at field offices.

Staff members in this category are mainly radio operators, transport personnel, security officers and office support personnel. They are internationally recruited and entitled to a range of international benefits. They often serve under difficult and dangerous circumstances and are subject to reassignment at short notice.

The salary structure of the Field Service category is similar to that of Professional staff with a single salary scale applicable worldwide. Salary rates for the seven grades in this

category are likewise established by comparison with similar jobs in the United States federal civil service. Subsequent to a comprehensive review in 1990, a new base Field Service salary scale was established which also serves as the basis for the calculation of post adjustment index points, which are added to base salary, where appropriate, as cost-of-living differentials. The post adjustment system operates in a manner similar to that for Professional staff (see section I.D above). In addition, the mobility and hardship allowances for Professional staff (see section II.B above) are also applicable to Field Service staff.

Most other allowances and benefits are applied in the same manner as for the Professional category, although the absolute amounts may differ. However, Field Service staff members are normally not entitled to full removal of household goods. The lower grades of the Field Service are entitled to overtime payments and language allowance.

## **XII. THE NATIONAL PROFESSIONAL OFFICER CATEGORY**

National Professional Officers (NPOs) are employed by some organizations to perform professional duties that require knowledge and experience at the national level and so cannot be carried out as effectively by internationally recruited staff. The functions involved are normally in the areas of development assistance and public information. NPOs are recruited locally. The job classification standards used for this group of staff are, broadly, those applicable to Professional level work (see section I-A above).

Salary scales for the NPO category are established on a local basis by comparison with best prevailing conditions of service in the duty station. Pending the finalization of a separate salary-setting methodology for this category, pay rates for this group of staff are determined using by and large the same procedures as for the General Service staff (see sections VI to X above). NPOs are entitled to the same allowances and benefits as General Service staff, except for the language allowance and overtime compensation.

### **CLASSIFICATION OF DUTY STATIONS ACCORDING TO CONDITIONS OF LIFE AND WORK**

## **XIII. INSTITUTIONAL AND PROCEDURAL FRAMEWORK**

A number of additional benefits are provided for internationally recruited staff serving at designated duty stations with difficult conditions of life and work. The review and designation of qualifying duty stations is made by ICSC after consultation with management and staff representatives of the common system organizations. Data on health, climate, isolation, security, housing, and other local conditions and education are collected periodically by means of a questionnaire established by ICSC which is completed at the duty station and certified by the designated official. The information in the questionnaire is supplemented by reports from officials familiar with conditions in the locality under review and by published material. Changes in the classification of duty stations are approved and promulgated by the Chairman of ICSC.

#### **XIV. ADDITIONAL BENEFITS PROVIDED AT DESIGNATED DUTY STATIONS**

The additional benefits provided vary according to the particular circumstances in the locality and the assessed degree of difficulty. The mobility and hardship scheme is designed in part to compensate for particularly unfavourable living and working conditions (see section II-B). Home leave may be granted every 12 months depending on the degree of difficulty at a particular location. While travel must be to the home country in alternate years, in the other year, the entitlement may be used for travel to another country. Family visit travel may be authorized for staff serving at 12-month home leave duty stations, provided a minimum prescribed period has elapsed since the last home leave.

Where the educational facilities at the duty station are such that international staff have no option but to send their children outside the country of the duty station for schooling, travel of the child between the duty station and the place of schooling may be paid twice in one year, provided the staff member does not travel on home leave in that year. Additional reimbursement of boarding costs is also provided.

Other non-cash benefits which may be provided include entitlement to additional one-way baggage or freight consignments on return to the duty station from home leave, and entitlement to reimbursement up to a set maximum of the cost of medical check-ups for eligible family members accompanying the staff member to certain duty stations.

Exceptional measures may be taken with regard to duty stations with very hazardous conditions. These might include the provision of additional entitlements such as life/accident insurance coverage and, under certain circumstances, financial payments up to specified limits.

## Annex I

**Salary scale for the Professional and higher categories**  
Annual gross salaries and net equivalents after application of staff assessment \*  
(United States dollars – effective 1 January 2014)

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
<b>USG</b>	<b>Gross</b>	<b>189 744</b>														
	Net D	146 321														
	Net S	131 682														
<b>ASG</b>	<b>Gross</b>	<b>172 436</b>														
	Net D	134 205														
	Net S	121 527														
<b>D-2</b>	<b>Gross</b>	<b>141 519</b>	<b>144 521</b>	<b>147 523</b>	<b>150 549</b>	<b>153 680</b>	<b>156 810</b>									
	Net D	112 309	114 500	116 692	118 884	121 076	123 267									
	Net S	103 177	105 026	106 869	108 706	110 539	112 360									
<b>D-1</b>	<b>Gross</b>	<b>129 315</b>	<b>131 952</b>	<b>134 582</b>	<b>137 219</b>	<b>139 858</b>	<b>142 490</b>	<b>145 129</b>	<b>147 763</b>	<b>150 414</b>						
	Net D	103 400	105 325	107 245	109 170	111 096	113 018	114 944	116 867	118 790						
	Net S	95 575	97 246	98 916	100 579	102 241	103 899	105 549	107 199	108 844						
<b>P-5</b>	<b>Gross</b>	<b>106 944</b>	<b>109 185</b>	<b>111 429</b>	<b>113 668</b>	<b>115 914</b>	<b>118 153</b>	<b>120 399</b>	<b>122 640</b>	<b>124 882</b>	<b>127 125</b>	<b>129 367</b>	<b>131 608</b>	<b>133 852</b>		
	Net D	87 069	88 705	90 343	91 978	93 617	95 252	96 891	98 527	100 164	101 801	103 438	105 074	106 712		
	Net S	80 887	82 342	83 792	85 241	86 688	88 130	89 572	91 011	92 447	93 881	95 313	96 739	98 167		
<b>P-4</b>	<b>Gross</b>	<b>88 108</b>	<b>90 108</b>	<b>92 106</b>	<b>94 105</b>	<b>96 106</b>	<b>98 104</b>	<b>100 114</b>	<b>102 277</b>	<b>104 441</b>	<b>106 603</b>	<b>108 770</b>	<b>110 930</b>	<b>113 095</b>	<b>115 260</b>	<b>117 425</b>
	Net D	72 605	74 185	75 764	77 343	78 924	80 502	82 083	83 662	85 242	86 820	88 402	89 979	91 559	93 140	94 720
	Net S	67 611	69 049	70 488	71 920	73 354	74 787	76 219	77 647	79 074	80 502	81 925	83 349	84 773	86 193	87 613
<b>P-3</b>	<b>Gross</b>	<b>72 411</b>	<b>74 262</b>	<b>76 114</b>	<b>77 962</b>	<b>79 815</b>	<b>81 665</b>	<b>83 514</b>	<b>85 368</b>	<b>87 218</b>	<b>89 068</b>	<b>90 922</b>	<b>92 770</b>	<b>94 623</b>	<b>96 472</b>	<b>98 322</b>
	Net D	60 205	61 667	63 130	64 590	66 054	67 515	68 976	70 441	71 902	73 364	74 828	76 288	77 752	79 213	80 674
	Net S	56 198	57 542	58 889	60 232	61 579	62 922	64 265	65 612	66 955	68 300	69 640	70 982	72 319	73 661	75 001
<b>P-2</b>	<b>Gross</b>	<b>59 387</b>	<b>61 043</b>	<b>62 697</b>	<b>64 354</b>	<b>66 010</b>	<b>67 663</b>	<b>69 322</b>	<b>70 973</b>	<b>72 629</b>	<b>74 287</b>	<b>75 941</b>	<b>77 597</b>			
	Net D	49 916	51 224	52 531	53 840	55 148	56 454	57 764	59 069	60 377	61 687	62 993	64 302			
	Net S	46 819	48 006	49 189	50 375	51 559	52 745	53 949	55 151	56 358	57 561	58 761	59 968			
<b>P-1</b>	<b>Gross</b>	<b>46 487</b>	<b>47 968</b>	<b>49 442</b>	<b>50 995</b>	<b>52 582</b>	<b>54 173</b>	<b>55 766</b>	<b>57 359</b>	<b>58 946</b>	<b>60 537</b>					
	Net D	39 514	40 773	42 026	43 286	44 540	45 797	47 055	48 314	49 567	50 824					
	Net S	37 273	38 432	39 591	40 748	41 906	43 064	44 222	45 366	46 504	47 643					

Note: D = Rate applicable to staff members with a dependent spouse or child.  
S = Rate applicable to staff members with no dependent spouse or child.

\* Staff assessment rates used in conjunction with gross base salaries (see A and B below).

Annex I (continued)

**A. Staff assessment to be used in conjunction with gross base salaries**

**1. Staff assessment rates for those with dependants**

(United States dollars)

<i>Assessable income</i>	<i>Assessment rate (percentage)</i>
First 50,000	15
Next 50,000	21
Next 50,000	27
Remaining assessable amount	30

**2. Staff assessment rates for those without dependants**

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the difference between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.

## Annex II

### **How to calculate annual net remuneration (net base salary plus post adjustment)**

For a staff member at the P-4, step VI, level, and dependent rate  
(all figures in United States dollars)

<b>Method</b>	<b>Duty station A</b>	<b>Duty station B</b>	<b>Duty station C <sup>1/</sup></b>
(a) Base/floor salary	80 245	80 245	80 245
(b) Post adjustment multiplier	59.3	23.3	0
(c) Post adjustment = (a) x (b) / 100	47 585	18 697	0
(d) Net remuneration = (a) + (c)	127 830	98 942	80 245

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<sup>1/</sup> Duty station with post adjustment multiplier of zero.

## Annex III

### Example of rental subsidy calculation

#### A. Parameters

- Percentage threshold for duty station = 16
- 80 per cent reimbursement level (i.e. staff member is in the field, or, if at HQ location on first four years of assignment)
- Monthly rent paid by staff member = \$2,164
- Maximum subsidy (= 40 per cent of monthly rent) = \$866

#### B. Determination of whether subsidy is payable

1. Determine threshold rent = salary x threshold percentage  
(monthly salary, P-4,VI) = \$6,687 x 16 per cent  
= \$1,070

2. Compare monthly rent to threshold rent --> \$2,164: \$1,070

If monthly rent is lower than threshold rent --> no subsidy

If it is higher --> use difference to calculate subsidy, i.e. \$1,094

#### C. Calculation of subsidy

1. Determine amount of rent in excess of threshold: \$1,094
2. Apply the applicable percentage difference to the excess:

$$\$1,094 \times 80 \text{ per cent} = \$875$$

3. Compare this amount with the maximum subsidy payable:

$$\$875 \text{ vs. } \$866$$

4. Subsidy = lower of the two amounts, i.e. \$866 per month

## Annex IV

### **Amounts of children's and secondary dependant's allowances for Professional and higher categories**

*Effective 1 January 2013*

<i>Country</i>	<i>Currency</i>	<i>Children's allowance</i>	<i>Secondary dependant's allowance</i>
Australia	Australian Dollar	2 888	1 011
Austria	Euro	2 229	780
Belgium	Euro	2 229	780
Bulgaria	Lev	4 358	1 525
Canada	Canadian Dollar	2 929	1 025
Cyprus	Euro	2 229	780
Czech Republic	Czech Koruna	56 559	19 793
Denmark	Danish Krone	16 622	5 817
Finland	Euro	2 229	780
France	Euro	2 229	780
French Guiana	Euro	2 229	780
Germany	Euro	2 229	780
Greece	Euro	2 229	780
Hong Kong China	Hong Kong Dollar	22 723	7 952
Hungary	Forint	623 584	218 223
Iceland	Icelandic Krona	339 764	118 900
Ireland	Euro	2 229	780
Italy	Euro	2 229	780
Japan	Yen	240 178	84 050
Luxembourg	Euro	2 229	780
Malta	Euro	2 229	780
Monaco	Euro	2 229	780
Netherlands	Euro	2 229	780
Norway	Norwegian Krone	17 445	6105
Poland	Zloty	8 846	3 096
Portugal	Euro	2 229	780
Romania	Leu	9 549	3 342
Slovak Republic	Euro	2 229	780
Slovenia	Euro	2 229	780
Spain	Euro	2 229	780
Sweden	Swedish Krona	20 070	7 023
Switzerland	Swiss Franc	2 785	975
United Kingdom	Pounds Sterling	1 898	664
United States and the rest of the World	United States dollar	2 929	1 025



**Annex V**  
**Education grant entitlement**  
as of 1 January 2013

	(1)	(2)	(3)	(4)	(5)	(6)
				<i>At designated duty stations</i>		
<i>Currency</i>	<i>Maximum amount admissible educational expended and maximum grant for disabled children</i>	<i>Maximum education grant</i>	<i>Normal flat rate when boarding not provided</i>	<i>Additional flat rate for boarding</i>	<i>Maximum education grant</i>	<i>Calculation for maximum admissible educational expenses (attendance only)</i>
<b>Euro</b>						
Austria	18 240	13 680	3 882	5 824	19 504	13 064
Belgium	16 014	12 011	3 647	5 470	17 481	11 151
France <sup>a</sup>	11 497	8 623	3 127	4 691	13 314	7 328
Germany	20 130	15 098	4 322	6 484	21 582	14 367
Ireland	17 045	12 784	3 147	4 721	17 505	12 849
Italy	21 601	16 201	3 223	4 836	21 037	17 304
Netherlands	18 037	13 528	3 993	5 990	19 518	12 713
Spain	17 153	12 864	3 198	4 797	17 661	12 889
Danish krone	122 525	91 894	28 089	42 134	134 028	85 073
Japanese yen	2 324 131	1 743 098	609 526	914 290	2 657 388	1 511 430
Swedish krona	157 950	118 462	26 219	39 328	157 790	122 991
Swiss franc	32 932	24 699	5 540	8 310	33 009	25 545
Pound sterling	25 864	19 398	3 821	5 731	25 129	20 769
United States dollar (in the United States of America) <sup>b</sup>	45 586	34 190	6 265	9 399	43 589	37 233
United States dollar (outside the United States of America)	21 428	16 071	3 823	5 735	21 806	16 331

<sup>a</sup> Except for the following schools, where the United States dollars at the United States levels will be applied: American School of Paris, American University of Paris, British School of Paris, European Management School of Lyon, International School of Paris, Marymount International School, Paris, École Active Bilingue Victor Hugo and École Active Bilingue Jeannine Manuel.

<sup>b</sup> Also applies, as a special measure, for China, Hungary, Indonesia, the Russian Federation and Thailand; for the American Cooperative School in Tunis (Tunisia); for the American International School of Johannesburg (South Africa); and for three English curriculum schools in Belgium: the International School of Brussels, the British School of Brussels and St. John's International School.

## Annex VI

**Table 1**

<b><i>HARDSHIP ALLOWANCE</i></b> <i>(Annual amounts in United States dollars)</i>						
<b>Group 1 (P1 to P3)</b>			<b>Group 2 (P4 and P5)</b>		<b>Group 3 (D1 and above)</b>	
<b>Duty Station</b>	<b>Dependency status</b>	<b>Single status</b>	<b>Dependency status</b>	<b>Single status</b>	<b>Dependency Status</b>	<b>Single status</b>
H	-	-	-	-	-	-
A	-	-	-	-	-	-
B	5 810	4 360	6 970	5 230	8 140	6 100
C	10 470	7 840	12 780	9 590	15 110	11 340
D	13 950	10 470	16 280	12 210	18 590	13 950
E	17 440	13 080	20 920	15 690	23 250	17 440

**Table 2**

<b><i>MOBILITY ALLOWANCE</i></b> <i>(Annual amounts in United States dollars)</i> <i>Group 1 (P-1 to P-3) dependency status</i>				
<b>Duty station category</b>	<b>Number of Assignments</b>			
	<b>1</b>	<b>2 – 3</b>	<b>4 - 5- 6</b>	<b>7 +</b>
H	-	-	2 700	3 370
A	-	7 130	9 640	13 010
B	-	7 130	9 640	13 010
C	-	7 130	9 640	13 010
D	-	7 130	9 640	13 010
E	-	7 130	9 640	13 010

**Table 3**

<b>MOBILITY ALLOWANCE</b> <i>(Annual amounts in United States dollars)</i> <b>Group 1 (P-1to P-3) single status</b>				
<b>Duty station category</b>	<b>Number of Assignments</b>			
	<b>1</b>	<b>2 – 3</b>	<b>4 - 5 - 6</b>	<b>7 +</b>
H	-	-	2 020	2 520
A	-	5 350	7 240	9 760
B	-	5 350	7 240	9 760
C	-	5 350	7 240	9 760
D	-	5 350	7 240	9 760
E	-	5 350	7 240	9 760

**Table 4**

<b>MOBILITY ALLOWANCE</b> <i>(Annual amounts in United States dollars)</i> <b>Group 2 (P-4 and P-5) dependency status</b>				
<b>Duty station category</b>	<b>Number of Assignments</b>			
	<b>1</b>	<b>2 – 3</b>	<b>4 - 5 - 6</b>	<b>7 +</b>
H	-	-	3 060	3 830
A	-	8 200	11 070	14 940
B	-	8 200	11 070	14 940
C	-	8 200	11 070	14 940
D	-	8 200	11 070	14 940
E	-	8 200	11 070	14 940

**Table 5**

<b>MOBILITY ALLOWANCE</b> <i>(Annual amounts in United States dollars)</i> <b>Group 2 (P-4 and P-5) single status</b>				
<b>Duty station category</b>	<b>Number of Assignments</b>			
	<b>1</b>	<b>2 – 3</b>	<b>4 - 5 - 6</b>	<b>7 +</b>
H	-	-	2 310	2 870
A	-	6 160	8 310	11 210
B	-	6 160	8 310	11 210
C	-	6 160	8 310	11 210
D	-	6 160	8 310	11 210
E	-	6 160	8 310	11 210

**Table 6**

<b>MOBILITY ALLOWANCE</b> <i>(Annual amounts in United States dollars)</i> <b>Group 3 (D-1 and above) dependency status</b>				
<b>Duty station category</b>	<b>Number of Assignments</b>			
	<b>1</b>	<b>2 – 3</b>	<b>4 - 5 - 6</b>	<b>7 +</b>
H	-	-	3 440	4 310
A	-	9 270	12 520	16 900
B	-	9 270	12 520	16 900
C	-	9 270	12 520	16 900
D	-	9 270	12 520	16 900
E	-	9 270	12 520	16 900

**Table 7**

<b>MOBILITY ALLOWANCE</b> <i>(Annual amounts in United States dollars)</i> <b>Group 3 (D-1 and above) single status</b>				
<b>Duty station category</b>	<b>Number of Assignments</b>			
	<b>1</b>	<b>2 – 3</b>	<b>4 -5 -6</b>	<b>7 +</b>
H	-	-	2 580	3 230
A	-	6 950	9 390	12 670
B	-	6 950	9 390	12 670
C	-	6 950	9 390	12 670
D	-	6 950	9 390	12 670
E	-	6 950	9 390	12 670

**Table 8**

<b>NON-REMOVAL ALLOWANCE</b> <i>(Annual amounts in United States dollars)</i>						
<b>Group 1 (P-1 to P-3)</b>			<b>Group 2 (P-4 to P-5)</b>		<b>Group 3 (D-1 and above)</b>	
<b>Duty station</b>	<b>Dependency status</b>	<b>Single status</b>	<b>Dependency Status</b>	<b>Single status</b>	<b>Dependency status</b>	<b>Single status</b>
H	2 150	1 620	2 700	2 020	3 230	2 420
A	2 150	1 620	2 700	2 020	3 230	2 420
B	2 150	1 620	2 700	2 020	3 230	2 420
C	2 150	1 620	2 700	2 020	3 230	2 420
D	2 150	1 620	2 700	2 020	3 230	2 420
E	2 150	1 620	2 700	2 020	3 230	2 420

**Table 9**

<b><i>ADDITIONAL HARDSHIP ALLOWANCE FOR SERVICE IN NON-FAMILY DUTY STATIONS (Annual amounts in United States dollars)</i></b>						
<b>Duty Station</b>	<b>Group 1 (P1 to P3)</b>		<b>Group 2 (P4 and P5)</b>		<b>Group 3 (D1 and above)</b>	
	<b>Dependency status</b>	<b>Single status</b>	<b>Dependency status</b>	<b>Single status</b>	<b>Dependency Status</b>	<b>Single status</b>
Non-family	17 440	6 540	20 920	7 845	23 250	8 720

Annex VII

**Structure of the assignment grant**

<b>DAILY SUBSISTENCE ALLOWANCE (DSA) PORTION</b>		
	<b>FIELD DUTY STATIONS (A - E)</b>	<b>HQ DUTY STATIONS (H)</b>
<b>FOR BOTH REMOVAL AND NON-REMOVAL CASES</b>	30 DAYS DSA plus 30 days at half the applicable DSA rate for each eligible family member for whom travel has been paid by the organization	30 DAYS DSA plus 30 days at half the applicable DSA rate for each eligible family member for whom travel has been paid by the organization
<b>PLUS</b>		
<b>LUMP-SUM PORTION</b>		
	<b>FIELD DUTY STATIONS (A - E)</b>	<b>HQ DUTY STATIONS (H)</b>
<b>FOR NON-REMOVAL CASES</b>	For assignments of one year or more, but less than three years, one month's lump sum is payable	One month's lump sum
	For assignments which are expected to be of a duration of three years or more, two months' lump sum is payable	
	If an assignment of less than three years' duration is subsequently extended to three years or more, a second one month's lump sum is payable at the beginning of the third year	
<b>FOR FULL REMOVAL CASES</b>	One month's lump sum	No lump sum is payable

Annex VII (continued)

**Examples of the calculation of assignment grant**

(for a staff member at P-4, step VI with  
two recognized accompanying dependants)

**Example A**

**Parameters:** Staff member assigned to an "H" duty station with full removal entitlement, for a period of two years

**Level of DSA:** \$120 per day

<b>DSA portion:</b>	30 x \$120 for staff member	=	\$ 3,600
	30 x \$60 for each dependant	=	\$ 3,600
	Total	=	<b>\$ 7,200</b>

**Lump-sum portion:** No lump-sum payable

**Example B**

**Parameters:** Staff member is assigned to a field duty station (A - E) for a period of two years with limited shipment of personal effects

**Level of DSA:** \$100 per day

<b>DSA portion:</b>	30 x \$100 for staff member	=	\$ 3,000
	30 x \$50 for each dependant	=	\$ 3,000
	Total	=	<b>\$ 6,000</b>

**Lump-sum portion:** One month of net remuneration at dependency rate at the duty station.  
In the case of net remuneration of \$72,000 per year, one month  
(\$72,000)/12) = \$ 6,000

Total assignment grant payable =

DSA portion	\$ 6,000	
	+	
Lump sum	\$ 6,000	\$12,000

If the assignment is extended to three years or more, a second one-month lump sum is payable at the beginning of the third year. (The amount of this will differ slightly from the original lump-sum payment, as it will reflect any intervening changes in the staff member's grade, step or dependency status.)



## Annex VIII

### Removal and shipment entitlements

**Personal effects** (including weight or volume of packing but excluding crating and lift vans) transported by the most economical means when there is no full removal entitlement:

- (a) Staff member - 1,000 kg (220 cu ft);
- (b) First family member - 500 kg (110 cu ft);
- (c) Each additional family member - 300 kg (66 cu ft).

Staff in some cases may opt for shipment by air on the basis of 50 per cent of full weight or volume.

**Household goods and personal effects** (inclusive of packing and lift vans) transported by most economical means when there is an entitlement to full removal:

- (a) Staff members without dependants - 4,890 kg (1,080 cu ft);
- (b) Staff member with dependants - 8,150 kg (1,800 cu ft).

Staff may be granted a small advance shipment, usually by air, within their overall entitlement also on the basis of 1 kg by air being equivalent to 2 kg by the most economical means.

#### **Home leave, family-visit or education grant travel** (personal baggage)

- (a) Per person for each journey - 50 kg by surface or 25 kg by air freight. If the full entitlement is not utilized for any one section of the travel, the unused portion may be used to supplement the normal entitlement for the other section of the travel;
- (b) Per child, in conjunction with education grant travel on first outward journey to, or the final return journey from an educational institution - 200 kg by surface.

## Annex IX

### Repatriation grant

The amount of the grant is proportional to the length of service with the organization, as follows: <sup>1/</sup>

<i>Years of continuous service away from home country</i>	<i>Staff member with a spouse or dependent child at time of separation</i> <sup>2/ 3/</sup>	<i>Staff member with neither a spouse nor a dependent child at time of separation</i>	
		<i>Professional and higher categories</i> <sup>2/</sup>	<i>General Service</i> <sup>3/</sup>
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
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

<sup>1/</sup> There may be slight variations among organizations of the common system; the scale shown above is that of the United Nations.

<sup>2/</sup> For Professional and Field Service staff: weeks of gross salary less staff assessment

<sup>3/</sup> For General Service staff: weeks of pensionable remuneration less staff assessment

## Annex X

### Termination indemnity

The basic schedule of termination indemnity is as follows: <sup>1/</sup>

<i>Completed years of service</i>	<i>Months of gross salary, less staff assessment, where applicable</i>			
	<i>Temporary appointments exceeding six months</i>	<i>Fixed-term appointments</i>	<i>Continuing appointments</i>	
Less than 1	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay	Not applicable	
1			Not applicable	
2			3	
3			3	
4			4	
5			5	
6			3	6
7			5	7
8			7	8
9			Not applicable	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		

<sup>1</sup> There may be variations among common system organizations. The scale shown above is that of the United Nations.

Annex XI

**Pensionable remuneration for staff in the Professional and higher categories**  
*(in United States dollars - effective 1 February 2013)*

Level	S T E P S														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
<b>USG</b>	301 443	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>ASG</b>	278 617	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>D-2</b>	231 676	236 943	242 208	247 468	252 732	257 995	-	-	-	-	-	-	-	-	-
<b>D-1</b>	210 577	214 896	219 215	223 524	227 842	232 374	237 003	241 629	246 248	-	-	-	-	-	-
<b>P-5</b>	175 226	178 897	182 568	186 245	189 915	193 588	197 258	200 934	204 605	208 278	211 951	215 632	219 569	-	-
<b>P-4</b>	143 031	146 571	150 103	153 637	157 180	160 711	164 248	167 788	171 321	174 854	178 387	181 935	185 465	189 002	192 540
<b>P-3</b>	117 554	120 559	123 558	126 554	129 559	132 557	135 557	138 562	141 702	144 985	148 264	151 543	154 825	158 104	161 384
<b>P-2</b>	96 441	99 131	101 810	104 495	107 179	109 862	112 545	115 226	117 913	120 597	123 276	125 962	-	-	-
<b>P-1</b>	75 099	77 684	80 261	82 838	85 419	87 995	90 580	93 155	95 735	98 313	-	-	-	-	-

## Annex XII

### **Common scale of staff assessment used in conjunction with pensionable remuneration**

**Effective 1 January 1997**

Total assessable payment per year <i>(United States dollars)</i>	Staff assessment rates used in conjunction with pensionable remuneration <i>(percentage)</i>	
	Dependency staff assessment rates for application to Professional and higher categories	Single staff assessment rates for application to General Service and related categories
Up to \$20 000	11	19
\$20 001 to \$40 000	18	23
\$40 001 to \$60 000	25	26
\$60 001 and above	30	31

Annex XIII

**Non-resident's allowance for General Service staff  
in receipt of the allowance prior to September 1983**

	Amount <i>(per year in United States dollars)</i>
Single staff member	2 400
Staff member with dependants	3 000

Duty stations where the non-resident's allowance may be paid:

Abu Dhabi	Brazzaville	Lusaka
Accra	Cotonou	Manila
Addis Ababa	Dhaka	Maseru
Alexandria	Kabul	Mogadiscio
Baghdad	Kathmandu	Nairobi
Bamako	Kinshasa	Ouagadougou
Beijing	Lagos	Port Moresby
		Yaounde