

To: Members of the Staff

From: Sir Alexander MacFarquhar, Under-Secretary
Director of Personnel

Subject: STAFF REGULATIONS

January 1966

1. Attached is a copy of the Staff Regulations of the United Nations as amended, with effect from 1 January 1966, by General Assembly resolutions 2050 (XX) of 13 December 1965 and 2121 (XX) of 21 December 1965.

2. These Staff Regulations constitute part II of the Administrative Manual, Volume 2—Personnel, established under authority of ST/AFS/SGB/95, dated 10 December 1952, and should be substituted for any Staff Regulations issued prior to 1 January 1966.

* For the sake of following an established order of symbols, this will be Rev.4 because the Staff Regulations have previously been revised three times.

UNITED NATIONS  NATIONS UNIES

STAFF REGULATIONS OF THE UNITED NATIONS

The Staff Regulations of the United Nations were adopted by the General Assembly by resolution 590 (VI) of 2 February 1952 and amended by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolution 1225 (XII) and resolution 1234 (XII), both of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965 and resolution 2121 (XX) of 21 December 1965.

Scope and purpose

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

Article I

Duties, obligations and privileges

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

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

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

Regulation 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, 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 1.5: Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

Regulation 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of the Staff Regulations and with the individual's status as an international civil servant.

Regulation 1.7: Staff members 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 1.8: The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

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

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

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

Article II

Classification of posts and staff

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

Article III

Salaries and related allowances

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

Regulation 3.2: The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his recognized home country whose dependent child under the age of twenty-one is in full-time attendance at a school, university, or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's re-assimilation in the staff member's recognized home country. The maximum amount of the grant shall be \$600 per scholastic year for each child. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.

The Secretary-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 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 own.

The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

STAFF ASSESSMENT PLAN

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff engaged at locality rates.

(b) The assessment shall be calculated according to the following rates:

Total assessable payments (In US dollars)	Assessment (Per cent)
First \$1,000 per year	5
Next \$1,000 per year	10
Next \$1,000 per year	15
Next \$1,000 per year	20
Next \$6,000 per year	25
Next \$6,000 per year	30
Next \$8,000 per year	35
Next \$8,000 per year	40
Next \$8,000 per year	45
Remaining assessable payments	50

The resulting net salary may be rounded to the nearest \$10. In the case of staff whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment rates apply shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff concerned are approved.

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him.

(d) The assessment computed under the foregoing provisions of the present Regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X).

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him by the United Nations, the Secretary-General is authorized to refund to him the amount of staff assessment collected from him provided that:

- (i) The amount of such refund shall in no case exceed the amount of his income taxes paid and payable in respect of his United Nations income;
- (ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;
- (iii) Payments made in accordance with the provisions of the present Regulation shall be charged to the Tax Equalization Fund;
- (iv) A payment under the conditions prescribed in the three preceding sub-paragraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment, but may be subject to national income taxation.

DEPENDENCY BENEFITS

Regulation 3.4: (a) Under-Secretaries and staff members in the Principal Officer and Director category or in the Professional category shall be entitled to receive dependency allowances as follows:

- (i) At \$400 per annum for a dependent wife or dependent husband and at \$300 per annum for each dependent child; or
- (ii) Where there is no dependent spouse, a single annual allowance of \$200 for 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 (i) above, in which case the other may claim only under (ii) 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 Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of annex I to these Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

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

Article IV

Appointment and promotion

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

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

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

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

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

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period

for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

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

Article V

Annual and special leave

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

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

HOME LEAVE

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

Article VI

Social security

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

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

Article VII

Travel and removal expenses

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

REMOVAL EXPENSES

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

Article VIII

Staff relations

Regulation 8.1: (a) A Staff Council, elected by the staff, shall be established for the purpose of ensuring continuous contact between

the staff and the Secretary-General. The Council shall be entitled to make proposals to the Secretary-General for improvements in the situation of staff members, both as regards their conditions of work and their general conditions of life.

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

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

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

Article IX

Separation from service

TERMINATION

Regulation 9.1: (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefore, terminate the appointment of a staff member who holds a permanent appointment:

- (i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;
- (ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment.

No termination under sub-paragraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may 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 in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

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

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

RESIGNATIONS

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

NOTICE OF TERMINATION

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

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of Staff Regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

REPATRIATION GRANT

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

RETIREMENT

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

Article X

Disciplinary measures

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

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

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

Article XI

Appeals

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

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgment upon applications from staff members alleging non-observance of

their terms of appointment, including all pertinent regulations and rules.

Article XII

General provisions

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

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

SALARY AND ALLOWANCES — UNDER-SECRETARIES

Annex I, paragraph 1

An Under-Secretary shall receive a salary of \$US30,000 (subject to the Staff Assessment Plan provided in Staff Regulation 3.3 and to post adjustments wherever applied) and, if otherwise eligible, shall receive the allowances which are available to staff members generally.

Annex I, paragraph 2

The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Under-Secretaries to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the annual budget by the General Assembly.

SALARIES AND ALLOWANCES — DIRECTORS, PRINCIPAL OFFICERS AND PROFESSIONAL CATEGORY

Annex I, paragraph 3

In addition to the salary indicated in paragraph 4 of the present annex, the Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Directors to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum annual payment for any one Director shall be \$1,000.

Annex I, paragraph 4

Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Principal Officer and Director category and in the Professional category shall be as follows (subject to the Staff Assessment Plan provided in Staff Regulation 3.3 and to post adjustments wherever applied):

(In US dollars)

PRINCIPAL OFFICER AND DIRECTOR CATEGORY

Director \$24,050 by increments of \$650 to \$26,000
Principal Officer . . . \$20,000 by increments of \$650 to \$23,900

PROFESSIONAL CATEGORY

Senior Officer \$17,400 by increments of \$500 to \$21,900
First Officer \$13,900 by increments of \$430 to \$18,630
Second Officer \$11,270 by increments of \$360 to \$15,590
Associate Officer . . . \$ 9,050 by increments of \$310 to \$12,150
Assistant Officer . . . \$ 6,920 by increments of \$280 to \$ 9,440

Annex I, paragraph 5

Subject to satisfactory service, salary increments within the levels set forth in paragraph 4 of the present annex shall be awarded annually, except that any increment above step IV of the Principal Officer level shall be preceded by two years at the previous step.

Annex I, paragraph 6

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

SALARY SCALES — GENERAL SERVICE PERSONNEL AND
MANUAL WORKERS

Annex I, paragraph 7

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

LANGUAGE ALLOWANCE

Annex I, paragraph 8

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

POST ADJUSTMENT

Annex I, paragraph 9

In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1, 3 and 4 of this annex by the application of non-pensionable post adjustments, the amounts of which shall be determined on the basis of relative costs of living, standards of living and related factors at the office concerned as compared to Geneva. Such post adjustments shall not be subject to the Staff Assessment Plan and their amount shall vary by salary level as determined from time to time by the General Assembly.

LETTERS OF APPOINTMENT

Annex II

(a) The letter of appointment shall state:

- (i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes which may be duly made in such regulations and rules from time to time;
- (ii) The nature of the appointment;
- (iii) The date at which the staff member is required to enter upon his duties;
- (iv) The period of appointment, the notice required to terminate it and period of probation, if any;
- (v) The category, level, commencing rate of salary, and if increments are allowable, the scale of increments, and the maximum attainable;
- (vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

TERMINATION INDEMNITY

Annex III

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

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

Completed years of service in the Secretariat	Months of base salary, or wage	
	Confirmed permanent appointments	Temporary appointments which are not for a fixed term and unconfirmed (probationary) per- manent appointments
0	Not applicable	Nil
1	Not applicable	1
2	3	1
3	3	2
4	4	3
5	5	4
6	6	5
7	7	6
8	8	7
9 or more	9	8

(b) Except as provided in (d) and (e) below, staff members who have temporary appointments for a fixed term of over six months which are terminated prior to the expiration date specified in the letter of appointment shall be paid five days' indemnity pay for each month of uncompleted service, but not less than thirty working days' indemnity pay.

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

(d) No indemnity payments shall be made to:

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

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

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

A staff member who for disciplinary reasons is dismissed for misconduct otherwise than by summary dismissal, provided that the Secretary-General may grant in such a case, at his discretion, a termination indemnity in any amount not exceeding the full indemnity provided under paragraphs (a), (b) or (c) of this Annex, whichever is applicable;

A staff member who is summarily dismissed;

A staff member who abandons his post;

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

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

(f) A staff member whose appointment is terminated for reasons of health shall receive the termination indemnity set out in this Annex, to the extent that the amount of the termination indemnity, when added to the annual amount of the disability benefit payable to him under the Regulations of the Joint Staff Pension Fund, does not exceed one year's salary.

REPATRIATION GRANT

Annex IV

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Detailed conditions and definitions relating to eligibility shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations (exclusive of periods when an expatriation allowance was received), as follows:

Years of continuous service away from home country	Staff member with neither a wife, dependent husband nor dependent child at time of separation (weeks of salary)	Staff member with a wife, dependent husband or dependent child at time of separation (weeks of salary)
1	2	4
2	4	8
3	5	10
4	6	12
5	7	14
6	8	16
7	9	18
8	10	20
9	11	22
10	12	24
11	13	26
12 or more	14	28

