



世界卫生组织

执行委员会
第一一七届会议
时议程项目 7.3

EB117/23

2006 年 1 月 16 日

确认《职员细则》修订款¹

秘书处的报告

1. 根据《人事条例》第 12.2 条²，现将总干事对《职员细则》的修订款提交执行委员会确认。
2. 本文件第 I 部分中叙述的修订出自联合国大会第六十届会议根据国际公务员制度委员会的建议预期将做出的决定。联合国大会只认可委员会涉及工作人员薪金税率表的建议³。委员会 2005 年度报告中载列的所有其它建议⁴推迟至预定于 2006 年 3 月举行的联合国大会第六十届会议续会⁵审议。
3. 本文件第 II 部分所叙述的修订系根据经验和为了良好的人力资源管理所做出。
4. 这些修订对 2006 – 2007 双年度的财政影响在本文件增编中表明。
5. 《职员细则》经修订的文本刊于本文件附件。

¹ 执委会委员可在会议室索取《职员细则》和《人事条例》副本。

² 基本文件》第 45 版，日内瓦，世界卫生组织，2005 年。

³ 联合国大会第 60/248 号决议。

⁴ 见文件 EB117/22。

⁵ 联合国大会第 60/544 号决定。

I. 鉴于联合国大会根据国际公务员制度委员会的建议将在其第六十届会议上做出的决定认为必要的修订

工作人员薪金税率表和专业及以上职类薪酬

6. 联合国秘书处代表告知委员会说，为了解决衡平征税基金¹失衡的问题，将需要降低工作人员薪金税，以使基金减少 20%。虽然调整对薪金净额没有影响，但是将使专业及以上职类工作人员的薪金毛额降低 20%。委员会建议这一调整，获得了联合国大会认可（见上文第 2 段），并且已为此拟定《职员细则》第 330.1 条修订款。还相应拟定了对《职员细则》附录 1 的修订款。此外，已对附录 1 增加一个解释性脚注，以澄清连续薪级之间职等内提薪的合格期限（还见下文第 16 段，涉及《职员细则》第 550.2 条）。

不叙级职位职员和总干事的薪金

7. 在上文第 6 段中详细说明了联合国大会的决定之后，总干事提议，根据《人事条例》第 3.1 条，执行委员会应建议第五十九届世界卫生大会减少助理总干事和区域主任的薪金毛额，薪金净额保持不变。因此，助理总干事和区域主任的年薪毛额为 160 574 美元，从而薪金净额为 117 373 美元（有受抚养者）或 106 285 美元（单身者）。

8. 上文描述的薪金调整将意味着对总干事的薪金毛额作出相似的调整。将由卫生大会批准的薪金调整将使薪金毛额为 217 945 美元，相应的薪金净额为 154 664 美元（有受抚养者）或 137 543 美元（单身者）。

II. 根据经验和为了良好的人力资源管理认为必要的修订

叙级审查

9. 已对《职员细则》第 230 条作出修订，以明确参照总干事为一职位的叙级审查确定的程序。作为周期性人力资源计划过程的一部分，除职责发生重大变化的情况之外，通常至少每 5 年但最多每 2 年对职位进行一次审查。

¹ 如联合国等一些机构所设置的基金，用来偿还对某些工作人员的联合国收入征收的国家税。

地方征聘职位的界定和工作人员

10. 以往向在欧洲和北美工作地点服务的国际征聘一般事务类工作人员发放了侨居津贴。一些在总部服务的一般事务类工作人员是在国际基础上征聘的，并因此获得了津贴。自 1983 年 9 月 1 日以来，根据委员会的一项决定，津贴的支付已限于在某些指定工作地点（不包括欧洲和北美）服务的工作人员。已对《职员细则》第 310.4 条及第 1310.4 至 1310.6 条进行编辑以澄清侨居津贴的参照。

教育补助金和残疾儿童特别教育补助金

11. 对《职员细则》第 350.1.2 条作了修订以确认除患病或国民兵役义务之外，可能存在其它令人信服的理由，需要将教育补助金和残疾儿童特别教育的资格期限延长至超过子女年龄达到 25 岁的学年。

12. 已对《职员细则》第 350.5 和 355.7 条作出修订，据此如果在学年开始之后工作人员因公殉职，则放弃按比例扣除教育补助金和残疾儿童特别教育补助金数额的要求。为了良好的人力资源管理并使世卫组织《职员细则》与联合国及共同制度内其它组织的职员细则相一致而作出这些修改。

支付离国福利

13. 在任用时，为确定应享待遇的目的，包括教育补助金、回国补助金和回籍假，本组织决定工作人员在国籍国认可的居住地。已对下列各段提及的《职员细则》作了修订以强调适用在其认可的居住地国以外派任或居住的国际征聘工作人员这些应享待遇的离国特性。这些修改也有利于使世卫组织的《职员细则》与联合国和共同制度的其它组织的职员细则相一致。下面概述的《职员细则》修订款将从 2006 年 4 月 1 日起生效并将适用该日期或其后作为国际征聘专业工作人员任用或晋升的任何个人。

(a) **教育补助金。**已对《职员细则》第 350.3.1 条作出修订以澄清教育补助金并非支付给在其认可的居住地国派任或居住的国际征聘工作人员。

(b) **回国补助金。**已对《职员细则》第 370.1、370.3、370.3.2、370.4 条作出修订以澄清补助金并非支付给在其认可的居住地国派任或居住的国际征聘工作人员。因此，所提“工作人员认可的居住地 100 公里之内”也已删除。回国补助金的支付将不仅需要在一个工作地点所在国境外、而且需要在最后任职期间居住国境外重新定居的证明。

(c) **回籍假。**已对《职员细则》第 640.1、640.3.1 和 640.4 条作出修订以澄清回籍假的资格不适用在其认可的居住地所在国服务或居住的国际征聘工作人员。

征聘政策

14. 已对《职员细则》第 410.3.2.1 条进行编辑以澄清等级结构而不是组织结构指导有亲属关系的工作人员的派任。

组织间调任

15. 已对《职员细则》第 480.1.3 条作出修订以表明调任到世卫组织的泛美卫生组织工作人员无需经历试用期。这一修改确保此类调任确认在该工作人员的母体组织的服务期限，从而便利这两个组织之间工作人员的调动和轮换并为此提供奖励。

职等内提薪

16. 已对第 550.2.2 条作出修订以表明 P6/D1 级职等内提薪所需 2 年合格服务期限从第 IV 薪级开始。这一修改只适用在 2006 年 4 月 1 日之前尚未达到 P6/D1 第 IV 级的工作人员，并使世卫组织的《职员细则》与联合国和共同制度内其它组织的职员细则相一致。

调动

17. 为与有关的《职员细则》第 320.5 条相一致，已对《职员细则》第 565.4 条作出修订以表明未经正式调动而可能需要一名工作人员临时承担另一职位职责的安排不应持续超过 12 个月，除非总干事另有决定。

晋升

18. 已对《职员细则》第 560.3 条作出修订以表明，当一个职位从一般事务类改叙为专业类或在一职类内改叙超过一个职等时，从改叙的有效日期起第 4 个月开始可给予该工作人员额外津贴，按照《职员细则》第 320.5 条的规定计算并对明确的期限给予应有考虑。

无薪假和保险规定支付的病假

19. 已对《职员细则》第 655.2.3 和 750.2 条作出修订以表明，如果无薪假期或保险规定支付的病假假期为 30 天或以下，为这些职员细则中规定的目的应继续计入积累服务时间。这一修改是为行政简化和效率而作出的，并且也有利于使世卫组织的《职员细则》和做法与联合国和共同制度内其它组织相一致。

产假和陪产假

20. 为了更加清楚，已对《职员细则》第 760.2 条作文字上的修改。已对《职员细则》第 760.6 条作出修订以确保在适用方面与联合国和共同制度内其它组织《工作人员细则》的一致性和统一性。

工作人员、配偶和子女的旅游

21. 新的职员细则（第 810.8 和 820.2.9 条）已经实行，据此在例外情况下并根据总干事确定的条件，在患有需要特别设施的疾病或损伤的情况下可为当地征聘工作人员、他们的配偶及受扶养子女的治疗批准往返旅行。

指控的通知和答辩

22. 已对《职员细则》第 1130 条作出修订以反映实际做法，据此在对工作人员强制实行《职员细则》第 1110.1 条所列任何类型的纪律措施（不仅是免职或立即开除）之前，他们有权对指控作出答辩。还明确了答辩期限为 8 个日历日。

业绩和地位变更

23. 已对《职员细则》第 570.2 条作出修订以删除不当行为的参照并使之与修订的《职员细则》第 1130 条相一致，该条规定在由于不当行为而降级的情况下工作人员有权答辩。还阐明了答辩期限为 8 个日历日。

受扶养人的界定

24. 为确保整个《职员细则》术语的一致性并使世卫组织的《职员细则》和行政通知与联合国和共同制度内其它组织相一致，已在《职员细则》第 310.5.1.3、360.2、365.5、640.7 和 820.6 条中采用“配偶”这一词语。

裁撤职位

25. 已对《职员细则》第 1050.2 条作出修订以处理对工作人员根据第 1050.4 条有权获得解雇补偿金以及现行条款产生的重新分配的影响，这些条款规定只有终生/服务任用的工作人员或占有无限期职位的工作人员有权重新分配。截止 2006 年 1 月 1 日时占有无限期职位但定期任用连续不间断服务不足 5 年的工作人员，只要他们仍然派任此类职位，将保持重新分配的权利。

26. 已对《职员细则》第 1050.1 条作出修订，使之与修订的职员细则第 1050.2 条相一致。

执行委员会的行动

27. 根据这些修订，执委会拟可考虑下述决议草案。

决议 1

执行委员会，

确认总干事根据《人事条例》第 12.2 条就以下方面对《职员细则》所作的修订：(1)自 2006 年 1 月 1 日起生效，有关工作人员薪金税率表、专业及以上职类工作人员薪酬、叙级审查、当地征聘职位的界定和工作人员、教育补助金、残疾儿童特别教育补助金、回国补助金、回籍假、调动和艰苦条件津贴、派任津贴、征聘政策、组织间调任、晋升、调动、无薪假、保险规定支付的病假、产假和陪产假、工作人员的旅行、配偶及子女的旅行、指控的通知和答辩、降级、受扶养人的界定以及裁撤职位；(2)自 2006 年 4 月 1 日起生效，关于职等内提薪只适用在 2006 年 4 月 1 日以前尚未达到 P6/D1 第 IV 级工作人员的修订款；以及(3)自 2006 年 4 月 1 日起生效，有关支付与教育补助金、回国补助金和回籍假有关的离国福利适用该日期或其后作为国际征聘专业工作人员任用或晋升的任何个人的修订款；截止 2006 年 1 月 1 日时占有无限期职位但定期任用连续不间断服务不足 5 年的工作人员，只要他们仍然派任此类职位，将保持重新分配的权利。

决议 2

执行委员会，

建议第五十九届世界卫生大会通过关于不叙级职位职员和总干事薪金的下述决议：

第五十九届世界卫生大会，

注意到执行委员会关于不叙级职位职员和总干事薪酬的建议，

1. **确定**助理总干事和区域主任在扣除薪金税以前的年薪为 160 574 美元，因而修订的薪金净额为 117 373 美元（有受扶养者）或 106 285 美元（单身者）；
2. **确定**总干事在扣除薪金税以前的年薪为 217 945 美元，因而修订的薪金净额为 154 664 美元（有受扶养者）或 137 543 美元（单身者）；
3. **决定**对薪酬的这些调整应自 2006 年 1 月 1 日起生效。

ANNEX

AMENDMENTS TO THE STAFF RULES

Former text	New text
<p>230. CLASSIFICATION REVIEW</p> <p>A staff member may at any time request a re-examination of the classification of the post which he occupies and any staff member may at any time request a re-examination of the classification of any post under his supervision.</p>	<p>230. CLASSIFICATION REVIEW</p> <p>In accordance with procedures established by the Director-General, a staff member may at any time request a re-examination of the classification of the post which he occupies and any staff member may at any time request a re-examination of the classification of any post under his supervision.</p>
<p>310. DEFINITIONS</p> <p>...</p> <p>310.4 “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category, “terminal remuneration” is equivalent to gross base salary (less staff assessment), language allowance and the non-resident’s allowance for staff in receipt of this entitlement on 31 August 1983. For staff in the professional and higher categories “terminal remuneration” is the net base salary.</p> <p>310.5 “Dependants” for the purposes of determining entitlements under the Rules, except as otherwise specified, are defined as:</p> <p>...</p> <p>310.5.1.3 if both husband and wife are staff members of international organizations applying the common system of salaries and allowances, neither may be recognized as a dependant for the purposes of Rules 330.2, 335 and 360;</p>	<p>310. DEFINITIONS</p> <p>310.1 to 310.3 [no change]¹</p> <p>310.4 “Terminal remuneration” is the figure used in the calculation of separation payments set out in Rule 380.2. For staff in the general service category, “terminal remuneration” is equivalent to gross base salary (less staff assessment), language allowance and the non-resident’s allowance for those staff who were eligible and continue to receive this entitlement at the rate and in accordance with the provisions in effect before 1 September 1983. in receipt of this entitlement on 31 August 1983. For staff in the professional and higher categories “terminal remuneration” is the net base salary.</p> <p>310.5 “Dependants” for the purposes of determining entitlements under the Rules, except as otherwise specified, are defined as:</p> <p>310.5.1 to 310.5.1.2 [no change]</p> <p>310.5.1.3 if both husband and wife spouses are staff members of international organizations applying the common system of salaries and allowances, neither may be recognized as a dependant for the purposes of Rules 330.2, 335 and 360;</p> <p>[no further changes]</p>

¹ Text in square brackets will not appear in the amended Staff Rules.

Former text		New text																					
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Former text	New text
<p>350. EDUCATION GRANT</p> <p>350.1 Internationally recruited staff members shall be entitled to an education grant, except as indicated in Rule 350.3, under the conditions which follow:</p> <p>...</p> <p>350.1.2 if the child's education is interrupted for at least one scholastic year by national service obligations or illness, the period of eligibility may be extended, by the period of interruption, beyond the scholastic year in which the child reaches the age of 25;</p> <p>...</p> <p>350.3 The education grant shall not be paid for:</p> <p>350.3.1 periods during which the staff member is assigned to the country of his recognized place of residence except when such periods are immediately preceded by an assignment to an official station outside that country in which case the grant is payable for the balance of the current school year following reassignment but not exceeding one full school year;</p> <p>...</p> <p>350.5 The grant shall be paid in full if in any scholastic year the staff member's period of employment with the Organization and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If this condition is not met the grant shall be proportionately reduced.</p>	<p>350. EDUCATION GRANT</p> <p>350.1 Internationally recruited staff members shall be entitled to an education grant, except as indicated in Rule 350.3, under the conditions which follow:</p> <p>350.1.1 [no change]</p> <p>350.1.2 if the child's education is interrupted for at least one scholastic year by national service obligations, or illness or other compelling reasons, the period of eligibility may be extended, by the period of interruption, beyond the scholastic year in which the child reaches the age of 25;</p> <p>350.1.3 to 350.2.6 [no change]</p> <p>350.3 The education grant shall not be paid for:</p> <p>350.3.1 periods during which the staff member is assigned to, or residing in, the country of his recognized place of residence except when such periods are immediately preceded by an assignment to an official station outside that country in which case the grant is payable for the balance of the current school year following reassignment but not exceeding one full school year;</p> <p>350.3.2 to 350.4 [no change]</p> <p>350.5 The grant shall be paid in full if in any scholastic year the staff member's period of employment with the Organization and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If this condition is not met the grant shall be proportionately reduced, except if the staff member dies while in service after the beginning of the school year.</p> <p>[no further changes]</p>

Former text	New text
<p>355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN</p> <p>...</p> <p>355.7 The grant shall be paid in full if the staff member's period of employment with the Organization and the period of the child's special education are each not less than two-thirds of the year defined in Rule 355.6. If this condition is not met the grant shall be proportionately reduced.</p>	<p>355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN</p> <p>355.1 to 355.6 [no change]</p> <p>355.7 The grant shall be paid in full if the staff member's period of employment with the Organization and the period of the child's special education are each not less than two-thirds of the year defined in Rule 355.6. If this condition is not met the grant shall be proportionately reduced, except if the staff member dies while in service after the beginning of the school year.</p> <p>[no further changes]</p>
<p>360. MOBILITY AND HARDSHIP ALLOWANCE</p> <p>...</p> <p>360.2 The annual rates of the mobility and hardship allowance shall be calculated as a percentage of the annual net base salary of a staff member at step 6 of grade P.4 with a dependent spouse or a dependent child as defined in Rule 330.2 and in accordance with the matrix below. The resulting annual amounts are applicable to staff members in grades P.4 and P.5. The amounts shall be increased by 13% for staff members in grades P.6/D.1 and above and reduced by 13% for staff members in grades P.1 to P.3. Staff members without dependants as defined in Rules 310.5.1 and 310.5.2 shall receive 75% of the amounts applicable to their grade. If both husband and wife are staff members of international organizations in the common system of salaries and allowances, the allowance shall be payable to each at the rate applicable to their individual official stations. If there are dependent children as defined under Rule 310.5.2 the dependency rate of the allowance shall be payable to the spouse in respect of whom the dependent children are recognized. The amounts established under this Rule shall be increased by three percentage points at official stations in category H for staff members with no entitlement under Rule 855.1 and decreased by five percentage points at official stations in categories A to E for staff members with an entitlement under Rule 855.1.</p>	<p>360. MOBILITY AND HARDSHIP ALLOWANCE</p> <p>360.1 to 360.1.4 [no change]</p> <p>360.2 The annual rates of the mobility and hardship allowance shall be calculated as a percentage of the annual net base salary of a staff member at step 6 of grade P.4 with a dependent spouse or a dependent child as defined in Rule 330.2 and in accordance with the matrix below. The resulting annual amounts are applicable to staff members in grades P.4 and P.5. The amounts shall be increased by 13% for staff members in grades P.6/D.1 and above and reduced by 13% for staff members in grades P.1 to P.3. Staff members without dependants as defined in Rules 310.5.1 and 310.5.2 shall receive 75% of the amounts applicable to their grade. If both husband and wife spouses are staff members of international organizations in the common system of salaries and allowances, the allowance shall be payable to each at the rate applicable to their individual official stations. If there are dependent children as defined under Rule 310.5.2 the dependency rate of the allowance shall be payable to the spouse in respect of whom the dependent children are recognized. The amounts established under this Rule shall be increased by three percentage points at official stations in category H for staff members with no entitlement under Rule 855.1 and decreased by five percentage points at official stations in categories A to E for staff members with an entitlement under Rule 855.1.</p>

Former text	New text
<p>365. ASSIGNMENT GRANT</p> <p>...</p> <p>365.5 If both husband and wife are staff members of international organizations applying the common system of salaries and allowances at the same official station, the grant under Rule 365.1.1 shall be payable to each staff member. The amount under Rule 365.1.2 shall be payable to the staff member in respect of whom the child is recognized as a dependant, whereas the amount under Rule 365.3 shall be payable to the spouse whose entitlement yields the higher amount.</p>	<p>365. ASSIGNMENT GRANT</p> <p>365.1 to 365.4 [no change]</p> <p>365.5 If both husband and wife spouses are staff members of international organizations applying the common system of salaries and allowances at the same official station, the grant under Rule 365.1.1 shall be payable to each staff member. The amount under Rule 365.1.2 shall be payable to the staff member in respect of whom the child is recognized as a dependant, whereas the amount under Rule 365.3 shall be payable to the spouse whose entitlement yields the higher amount.</p>
<p>370. REPATRIATION GRANT</p> <p>370.1 A staff member who on leaving the service of the Organization, other than by summary dismissal under Rule 1075.2, has performed at least one year of continuous service outside the country of his recognized place of residence shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2. Payment in respect of entitlements accrued as from 1 July 1979 shall be subject to receipt from the former staff member of documentary evidence, in accordance with criteria established by the Director-General, of relocation outside the country of his last official station, with due regard to the provisions of Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation.</p> <p>...</p> <p>370.3 In computing the years of qualifying service outside the country of the recognized place of residence for the purposes of Rule 370.1, the following periods shall be excluded:</p> <p>...</p> <p>370.3.2 any period of duty at an official station within 100 kilometres of the staff member's recognized place of residence (see Rule 460).</p>	<p>370. REPATRIATION GRANT</p> <p>370.1 A staff member who on leaving the service of the Organization, other than by summary dismissal under Rule 1075.2, has performed at least one year of continuous service outside the country of his recognized place of residence shall be entitled to a repatriation grant in accordance with the following schedules and with Rule 380.2. Payment in respect of entitlements accrued as from 1 July 1979 shall be subject to receipt from the former staff member of documentary evidence, in accordance with criteria established by the Director-General, of relocation outside the country of his last official station or residence during his last assignment, with due regard to the provisions of Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation.</p> <p>370.1.1 to 370.2 [no change]</p> <p>370.3 In computing the years of qualifying service outside the country of the recognized place of residence for the purposes of Rule 370.1, the following periods shall be excluded:</p> <p>370.3.1 [no change]</p> <p>370.3.2 any period of duty during which the staff member is assigned to, or residing in, the country of his recognized place of residence at an official station within 100 kilometres of the staff member's recognized place of residence (see Rule 460).</p>

Former text	New text
<p>370.4 The grant shall not be payable to a staff member whose official station is in the country of his recognized place of residence at the time of separation provided that the grant may be paid on a full or reduced basis to a staff member transferred to duty in the country of his recognized place of residence prior to termination, the amount of the grant being reduced in proportion to the duration of his residence in that country. In such a case, the evidence of relocation referred to in Rule 370.1 shall not be required.</p>	<p>370.4 The grant shall not be payable to a staff member whose official station is in the country of his recognized place of residence assigned to, or residing in, the country of his recognized place of residence at the time of separation provided that the grant may be paid on a full or reduced basis to a staff member transferred to duty in the country of his recognized place of residence prior to termination, the amount of the grant being reduced in proportion to the duration of his residence in that country. In such a case, the evidence of relocation referred to in Rule 370.1 shall not be required.</p> <p>[no further changes]</p>
<p>410. RECRUITMENT POLICIES</p> <p>...</p> <p>410.3.2.1 shall not be assigned to serve in a position in the same unit, or to a position that is superior or subordinate in the line of authority to the position occupied by the staff member to whom he or she is related.</p>	<p>410. RECRUITMENT POLICIES</p> <p>410.1 to 410.3.2 [no change]</p> <p>410.3.2.1 shall not be assigned to serve in a position in the same unit, or to a position that which is superior or subordinate in the line of authority to the position occupied by the staff member to whom he or she is related.</p> <p>[no further changes]</p>
<p>480. INTERORGANIZATION TRANSFERS</p> <p>480.1 Subject to the requirements of Rules 430 and 440 (“Medical Certification and Inoculations” and “Appointment Procedure”), appointees accepted for transfer from another United Nations organization:</p> <p>...</p> <p>480.1.3 shall be appointed on a fixed-term appointment in accordance with Staff Rule 420.5, and serve on transfer the same probationary period as a newly appointed staff member;</p>	<p>480. INTERORGANIZATION TRANSFERS</p> <p>480.1 Subject to the requirements of Rules 430 and 440 (“Medical Certification and Inoculations” and “Appointment Procedure”), appointees accepted for transfer from another United Nations organization:</p> <p>480.1.1 to 480.1.2 [no change]</p> <p>480.1.3 shall be appointed on a fixed-term appointment in accordance with Staff Rule 420.5, and serve on transfer the same probationary period as a newly appointed staff member, except for appointees transferred from the Pan American Health Organization;</p> <p>[no further changes]</p>

Former text	New text
<p>550. WITHIN-GRADE INCREASE</p> <p>...</p> <p>550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Rule 550.1. The unit of service time is as follows:</p> <p>...</p> <p>550.2.2 two years of full-time service at levels: P-2 step XI, P-3 steps XIII and XIV, P-4 step XII to step XIV, P-5 step X to step XII, P-6/D-1 step V to step VIII, and D-2 step I to step V;</p>	<p>550. WITHIN-GRADE INCREASE</p> <p>550.1 [no change]</p> <p>550.2 The unit of service time is defined as the minimum length of time which must be served at a step in order to achieve a within-grade increase under the terms of Rule 550.1. The unit of service time is as follows:</p> <p>550.2.1 [no change]</p> <p>550.2.2 two years of full-time service at levels: P-2 step XI, P-3 steps XIII and XIV, P-4 step XII to step XIV, P-5 step X to step XII, P-6/D-1 step V step IV to step VIII, and D-2 step I to step V;</p> <p>[no further changes]</p>
<p>560. PROMOTION</p> <p>...</p> <p>560.3 If an occupied post is reclassified from the general service category to the professional category or by more than one grade within a category, the post shall be announced to the staff and selection for that post shall be on a competitive basis, subject to conditions to be determined by the Director-General.</p>	<p>560. PROMOTION</p> <p>560.1 to 560.2 [no change]</p> <p>560.3 If an occupied post is reclassified from the general service category to the professional category or by more than one grade within a category, the post shall be announced to the staff and selection for that post shall be on a competitive basis, subject to conditions to be determined by the Director-General. In such cases, the staff member occupying the advertised post may be granted extra pay as from the fourth consecutive month of the effective date of the reclassification calculated in accordance with the provisions of, and with due regard to, the period specified in Rule 320.5.</p> <p>[no further changes]</p>
<p>565. REASSIGNMENT</p> <p>...</p> <p>565.4 A staff member may be required, without formal reassignment and in the interests of the Organization, to perform duties of a post other than his own, due regard being given to the provisions of Rule 320.4; any such arrangement shall not exceed twelve months.</p>	<p>565. REASSIGNMENT</p> <p>565.1 to 565.3 [no change]</p> <p>565.4 A staff member may be required, without formal reassignment and in the interests of the Organization, to perform duties of a post other than his own, due regard being given to the provisions of Rule 320.5. Any such arrangement shall not exceed twelve months, unless otherwise decided by the Director-General.</p>

Former text	New text
<p>570. REDUCTION IN GRADE</p> <p>...</p> <p>570.2 A staff member shall not be reduced in grade for unsatisfactory performance or misconduct until he has received written notification of the proposed action and of the reasons, and has had an opportunity to reply. Such reply must be made in writing within eight days of receipt of the notification.</p>	<p>570. REDUCTION IN GRADE</p> <p>570.1 to 570.1.3 [no change]</p> <p>570.2 A staff member shall not be reduced in grade for unsatisfactory performance or misconduct until he has received written notification of the proposed action and of the reasons, and has had an opportunity to reply. Such reply must be made in writing within eight calendar days of receipt of the notification.</p>
<p>640. HOME LEAVE</p> <p>640.1 Home leave is provided so that a staff member who is serving outside the country and area of his recognized place of residence may spend a reasonable period of leave in his home country (or in another country, as provided for in Rule 640.5.2) with a view to maintaining effective association with its culture, with his family, and with his national, professional or other interests.</p> <p>...</p> <p>640.3 Staff members are eligible for home leave when:</p> <p>640.3.1 their official station is outside the country and area of their recognized place of residence as established under Rule 460; and</p> <p>...</p> <p>640.4 Qualifying service under Rule 640.2 consists of continuous service for the Organization at official stations outside the country and area of the staff member's recognized place of residence, but does not include periods of sick leave under insurance cover in excess of 30 days or leave without pay in excess of 30 days.</p> <p>...</p> <p>640.7 If both husband and wife are staff members in organizations in the United Nations system and eligible for home leave, each shall have the choice of exercising the home leave entitlements as a staff member, or as a spouse, but not as both. Such choice normally may not result in more than one home leave in every home leave cycle.</p>	<p>640. HOME LEAVE</p> <p>640.1 Home leave is provided so that a staff member who is serving and residing outside the country and area of his recognized place of residence may spend a reasonable period of leave in his home country (or in another country, as provided for in Rule 640.5.2) with a view to maintaining effective association with its culture, with his family, and with his national, professional or other interests.</p> <p>640.2 [no change]</p> <p>640.3 Staff members are eligible for home leave when:</p> <p>640.3.1 their official station they are serving and residing outside the country and area of their recognized place of residence as established under Rule 460; and</p> <p>640.3.2 to 640.3.4 [no change]</p> <p>640.4 Qualifying service under Rule 640.2 consists of continuous service for the Organization at official stations outside the country and area of the staff member's recognized place of residence, but does not include periods of sick leave under insurance cover in excess of 30 days or leave without pay in excess of 30 days.</p> <p>640.5 to 640.6.5 [no change]</p> <p>640.7 If both husband and wife spouses are staff members in organizations in the United Nations system and eligible for home leave, each shall have the choice of exercising the home leave entitlements as a staff member, or as a spouse, but not as both. Such choice normally may not result in more than one home leave in every home leave cycle.</p> <p>[no further changes]</p>

Former text	New text
<p>655. LEAVE WITHOUT PAY</p> <p>...</p> <p>655.2 During any leave without pay under Rule 655.1 the following conditions shall apply:</p> <p>...</p> <p>655.2.3 after the first 30 days no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, meritorious increases under Rule 555.2, and end-of-service grant;</p>	<p>655. LEAVE WITHOUT PAY</p> <p>655.1 [no change]</p> <p>655.2 During any leave without pay under Rule 655.1 the following conditions shall apply:</p> <p>655.2.1 to 655.2.2 [no change]</p> <p>655.2.3 after the first 30 days no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave, meritorious increases under Rule 555.2, and end-of-service grant. Periods of leave without pay of 30 calendar days or less shall not affect the ordinary rates of accrual.</p> <p>[no further changes]</p>
<p>750. SICK LEAVE UNDER INSURANCE COVER</p> <p>...</p> <p>750.2 After the first 30 days on sick leave under insurance cover no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave and end-of-service grant.</p>	<p>750. SICK LEAVE UNDER INSURANCE COVER</p> <p>750.1 [no change]</p> <p>750.2 After the first 30 days on During sick leave under insurance cover, no service credit shall accrue for the purposes of annual leave, a within-grade increase, completion of probation, repatriation grant, termination indemnity, home leave and end-of-service grant. Periods of 30 calendar days or less shall not affect the ordinary rates of accrual.</p>

Former text	New text
<p>760. MATERNITY AND PATERNITY LEAVE</p> <p>...</p> <p>760.2 Maternity leave for staff holding an appointment of one year or more</p> <p>On presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, the staff member shall be entitled to maternity leave. At the request of the staff member and on medical advice, the Director-General may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected date of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than 10 weeks after the actual date of her confinement. The leave is paid with full salary and allowances.</p> <p>...</p> <p>760.6 Paternity leave</p> <p>Upon presentation of satisfactory evidence of the birth of his child, a staff member, except those holding temporary appointments as defined in rule 420.3 or consultants appointed under Rule 1330, shall be entitled to paternity leave for a maximum period of four weeks for staff assigned to family duty stations. In exceptional circumstances, such as complications of pregnancy or the death of the mother, paternity leave shall be for a maximum period of eight weeks. Staff at non-family duty stations shall be entitled to paternity leave for a maximum period of eight weeks. Paternity leave must be exhausted within 12 months from the date of the child's birth.</p>	<p>760. MATERNITY AND PATERNITY LEAVE</p> <p>760.1 [no change]</p> <p>760.2 Maternity leave for staff holding an appointment of one year or more</p> <p>Maternity leave shall commence six weeks before the expected date of birth upon submission of a certificate from a duly qualified medical practitioner or midwife indicating the expected due date. On presentation of a certificate from a duly recognized medical practitioner stating that her confinement will probably take place within six weeks, the staff member shall be entitled to maternity leave. At the request of the staff member and on medical advice, the Director-General may permit the maternity leave to commence less than six weeks but not less than two weeks before the expected due date. of confinement. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in no case shall it terminate less than 10 weeks after the actual date of birth. her confinement. The leave is paid with full salary and allowances.</p> <p>760.3 to 760.5 [no change]</p> <p>760.6 Paternity leave</p> <p>Subject to conditions established by the Director-General, and upon presentation of satisfactory evidence of the birth of his child, a staff member, except those holding temporary appointments as defined in Rule 420.3 or consultants appointed under Rule 1330, shall be entitled to paternity leave for a maximum period of four weeks for staff assigned to family duty stations. In exceptional circumstances, such as complications of pregnancy or the death of the mother, paternity leave shall be for a maximum period of eight weeks. total 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. In exceptional circumstances, leave shall be granted for a total period of up to eight weeks. Paternity leave must be exhausted within 12 months from the date of the child's birth.</p>

Former text	New text
<p>810. TRAVEL OF STAFF MEMBERS</p> <p>The Organization shall pay the travel expenses of a staff member as follows:</p> <p>...</p>	<p>810. TRAVEL OF STAFF MEMBERS</p> <p>The Organization shall pay the travel expenses of a staff member as follows:</p> <p>810.1 to 810.7 [no change] [New Rule]</p> <p>810.8 In exceptional circumstances, and in accordance with conditions established by the Director-General, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of a staff member whom the Organization does not have an obligation to repatriate.</p>
<p>820. TRAVEL OF SPOUSE AND CHILDREN</p> <p>...</p> <p>820.2.9 in other appropriate cases, when, in the opinion of the Director-General, there are compelling reasons for paying such expenses.</p> <p>...</p> <p>820.6 If both husband and wife are staff members in organizations in the United Nations system, eligible for repatriation, each shall have the choice of exercising the repatriation entitlement as a staff member or as a spouse but not as both. Such choice shall not result in more than one journey each.</p>	<p>820. TRAVEL OF SPOUSE AND CHILDREN</p> <p>820.1 to 820.2.8 [no change] [New Rule]</p> <p>820.2.9 in exceptional circumstances, and in accordance with conditions established by the Director-General, return travel may be authorized in the case of illness or injury requiring special facilities for the treatment of a staff member's spouse or dependent children whom the Organization does not have an obligation to repatriate.</p> <p>820.2.10 in other appropriate cases, when, in the opinion of the Director-General there are compelling reasons for paying such expenses.</p> <p>820.3 to 820.5 [no change]</p> <p>820.6 If both husband and wife spouses are staff members in organizations in the United Nations system, eligible for repatriation, each shall have the choice of exercising the repatriation entitlement as a staff member or as a spouse but not as both. Such choice shall not result in more than one journey each.</p>

Former text	New text
<p>1050. ABOLITION OF POST</p> <p>1050.1 The fixed-term appointment of a staff member engaged on a post of limited duration may be terminated prior to its expiration date if that post is abolished.</p> <p>1050.2 When a post of indefinite duration - or any post held by a staff with a service appointment¹ - is abolished or comes to an end, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with procedures established by the Director-General, and based upon the following principles:</p>	<p>1050. ABOLITION OF POST</p> <p>1050.1 The fixed-term appointment of a staff member engaged on a post of limited duration with less than five years of service may be terminated prior to its expiration date if that the post he occupies is abolished.</p> <p>1050.2 When a post of indefinite duration held by a staff member or any post held by a staff with a service appointment,¹ or by a staff member who has served on a fixed-term appointment for a continuous and uninterrupted period of five years or more, is abolished or comes to an end, reasonable efforts shall be made to reassign the staff member occupying that post, in accordance with procedures established by the Director-General, and based upon the following principles:</p> <p>[no further changes]</p>
<p>1130. NOTIFICATION OF CHARGES AND REPLY</p> <p>A staff member may not be reassigned for misconduct, dismissed for misconduct, nor summarily dismissed for serious misconduct until he has been notified of the charges made against him and has been given an opportunity to reply to those charges. The notification and the reply shall be in writing, and the staff member shall be given eight days from receipt of the notification within which to submit his reply. This period may be shortened if the urgency of the situation requires it.</p>	<p>1130. NOTIFICATION OF CHARGES AND REPLY</p> <p>A disciplinary measure listed in Rule 1110.1 may be imposed only after the staff member may not be reassigned for misconduct, dismissed for misconduct, nor summarily dismissed for serious misconduct until he has been notified of the charges made against him and has been given an opportunity to reply to those charges. The notification and the reply shall be in writing, and the staff member shall be given eight calendar days from receipt of the notification within which to submit his reply. This period may be shortened if the urgency of the situation requires it.</p>

¹ In this Rule, references to staff members holding service appointments shall be interpreted to include staff members holding career-service appointments.

Former text	New text
<p>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT (see Staff Regulation 3.2)</p> <p>...</p> <p>1310.4 Persons whom it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to be outside the local area as well as outside the country of the official station may be granted an annual non-resident's allowance in an amount to be fixed by the Director-General for each area, and any such other entitlement as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality.</p> <p>1310.5 At designated official stations, a mobility and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P.1 to P.3. The Director-General shall establish, on the basis of procedures agreed among the international organizations concerned, the criteria under which the non-resident's allowance or the mobility and hardship allowance may be payable.</p> <p>1310.6 The non-resident's allowance and other entitlements referred to in Staff Rules 1310.4 and 1310.5 may cease upon determination by the Director-General that a resident status within the area of the official station has been acquired by the staff member.</p>	<p>1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT (see Staff Regulation 3.2)</p> <p>1310.1 to 1310.3 [no change]</p> <p>1310.4 Persons whom it is necessary to recruit outside the local area for such posts, because qualified candidates are not available locally, shall be appointed under the conditions of employment established for persons locally recruited. In addition, any such staff member whose recognized place of residence is determined to be outside the local area as well as outside the country of the official station may be granted an annual non-resident's allowance in an amount to be fixed by the Director-General for each area, and any such other entitlements as required to meet extra costs of non-resident status or accepted practices for non-residents employed in the locality. As a transitional measure, staff members who were in receipt of a non-resident's allowance on 31 August 1983 may continue, while eligible, to receive the non-resident's allowance at the rate and in accordance with the provisions in effect before 1 September 1983.</p> <p>1310.5 At designated official stations, a mobility and hardship allowance may be payable to staff members described in Rule 1310.4 in accordance with the conditions defined under Rule 360 and at the rates payable to staff in grades P.1 to P.3. The Director-General shall establish, on the basis of procedures agreed among the international organizations concerned, the criteria under which the non-resident's allowance or the mobility and hardship allowance may be payable.</p> <p>1310.6 The non-resident's allowance and other entitlements referred to in Staff Rules 1310.4 and 1310.5 may cease upon determination by the Director-General that a resident status within the area of the official station has been acquired by the staff member.</p> <p>[no further changes]</p>

Appendix

**Salary scale for staff in the professional and higher graded categories: annual gross base salaries and net equivalents
after application of staff assessment (in US dollars)¹**

(effective 1 January 2005)

Level		Step														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	Gross	131 94*	134 765*	137 584*	140 403*	143 222*	146 040*									
	Net D	...98 2:	100 140	102 057	103 974	105 891	107 807									
	Net S	...90 2:	91 854	93 466	95 072	96 674	98 269									
P-6/D-1	Gross	120 487	122 962	125 435	127 910	130 385*	132 859*	135 334*	137 809*	140 282*						
	Net D	90 431	92 114	93 796	95 479	97 162	98 844	100 527	102 210	103 892						
	Net S	83 587	85 050	86 509	87 965	89 418	90 867	92 312	93 755	95 194						
P-5	Gross	99 511	101 590	103 694	105 799	107 904	110 009	112 115	114 221	116 326	118 431	120 535*	122 641*	124 747*		
	Net D	76 148	77 581	79 012	80 443	81 875	83 306	84 738	86 170	87 602	89 033	90 464	91 896	93 328		
	Net S	70 742	72 014	73 282	74 550	75 815	77 077	78 338	79 596	80 852	82 106	83 358	84 607	85 855		
P-4	Gross	81 943	83 861	85 781	87 699	89 618	91 536	93 456	95 374	97 293	99 210	101 196	103 226*	105 259*	107 290*	109 322*
	Net D	63 499	64 880	66 262	67 643	69 025	70 406	71 788	73 169	74 551	75 931	77 313	78 694	80 076	81 457	82 839
	Net S	59 132	60 390	61 647	62 901	64 155	65 407	66 659	67 909	69 157	70 405	71 651	72 896	74 140	75 383	76 625
P-3	Gross	66 881	68 656	70 435	72 207	73 986	75 761	77 535	79 314	81 090	82 865	84 643	86 417	88 194	89 969*	91 746*
	Net D	52 654	53 932	55 213	56 489	57 770	59 048	60 325	61 606	62 885	64 163	65 443	66 720	68 000	69 278	70 557
	Net S	49 149	50 325	51 503	52 678	53 856	55 030	56 206	57 383	58 558	59 734	60 906	62 079	63 250	64 422	65 594
P-2	Gross	54 382	55 972	57 560	59 149	60 738	62 325	63 914	65 500	67 090	68 681	70 267	71 858*			
	Net D	43 655	44 800	45 943	47 087	48 231	49 374	50 518	51 660	52 805	53 950	55 092	56 238			
	Net S	40 947	41 985	43 020	44 057	45 092	46 130	47 184	48 234	49 289	50 341	51 392	52 447			
P-1	Gross	42 664	44 022	45 378	46 737	48 093	49 449	50 908	52 436	53 960	55 488					
	Net D	34 558	35 658	36 756	37 857	38 955	40 054	41 154	42 254	43 351	44 451					
	Net S	32 599	33 612	34 625	35 638	36 650	37 662	38 676	39 676	40 672	41 668					

¹ D = Rate applicable to staff members with a dependent spouse or child; S = Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for a within-grade increase between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required (Staff Rule 550.2).