

Amendments to the Staff Regulations and Staff Rules¹

Report by the Secretariat

1. Amendments to the Staff Rules made by the Director-General are submitted for confirmation by the Executive Board in accordance with Staff Regulation 12.2.²
2. The amendments described in section I of this document are made in the light of the objectives of WHO's management reforms in the area of human resources as defined by the Sixty-fourth and Sixty-fifth World Health Assembly and the Executive Board at its 129th session.³
3. The amendments described in section II of this document are made in the light of experience and in the interest of good human resources management.
4. The amendments described in section III of this document stem from decisions expected to be taken by the United Nations General Assembly at its sixty-seventh session, on the basis of recommendations made by the International Civil Service Commission in its annual report for 2012.⁴ Should the General Assembly not approve the Commission's recommendations, an addendum to this report will be issued.
5. The amendments for the biennium 2012–2013 involve negligible additional costs under the regular budget. They will be met from the appropriate allocations established for each of the regions and for global and interregional activities, as well as from extrabudgetary sources of funds.⁵
6. The amended Staff Rules are set out in Annex 1.

¹ Copies of the Staff Regulations and Staff Rules are available in the Executive Board room.

² *Basic documents*, 47th ed., Geneva, World Health Organization, 2009.

³ See document A65/5 and decision EB129(8).

⁴ *Official record of the General Assembly, Sixty-seventh session, Supplement No. 30 (A/67/30) and Corrigendum (A/67/30/Corr.1)* (copies available in the Executive Board room).

⁵ Amendments to Appendix 1 of the Staff Rules have been prepared accordingly and are attached in Annex 2.

I. AMENDMENTS CONSIDERED NECESSARY IN THE LIGHT OF WHO'S MANAGEMENT REFORMS IN THE AREA OF HUMAN RESOURCES

Background

7. The Organization requires a workforce that is matched to its programme needs at all levels, and which can be reliably funded. However, there is a mismatch between the financing that WHO receives and its ability to maintain a high performing, flexible and mobile workforce.

8. WHO is revising its contractual framework, which consists of three types of appointment: continuing, fixed-term and temporary. In the context of WHO reform, and taking into account the financing challenges that the Organization now faces, careful consideration has been given to whether these appointment types should be maintained or revised in order to manage the Organization's workforce more effectively. In addition, the Executive Board at its 128th session requested the Director-General to take measures to strengthen the criteria and introduce a new basis for the granting of continuing appointments.

9. As a result, the Organization is making the criteria and conditions more rigorous for the granting of a continuing appointment to current staff, as requested by the Executive Board in resolution EB128.R4. It is also amending WHO's contractual framework by phasing out continuing appointments for future staff members. Consequently, the fixed-term appointment type has been amended to allow the Organization to employ staff members on fixed-term appointments beyond the current period of five years, in order to meet programme requirements and provided that funding is available; the temporary appointment type will remain.

10. The phasing out of continuing appointments and removal of the maximum duration of fixed-term appointments require amendments to the Staff Rules on the completion of appointments, abolition of posts and the reassignment process. The proposed amendments, which are set out below, clarify and, in some cases, strengthen, those rules.

Appointment policies

11. Staff Rule 420.2 has been amended to phase out continuing appointments and, in the interim, introduce stricter criteria and conditions for the granting of continuing appointments. Such conditions will include the establishment of post envelopes.

12. Staff Rule 420.3 has been amended to remove the maximum duration of a fixed-term appointment.

Completion of appointments

13. Staff Rule 1040.1 has been amended to clarify and strengthen the wording related to the completion of fixed-term and temporary appointments.

Abolition of post (including the reassignment process)

14. Staff Rule 1050.1 has been amended to specify that the appointment of any fixed-term staff member may be terminated, regardless of length of service, if the post that he occupies is abolished.

15. Staff Rule 1050.2 has been amended to specify which categories of staff members are eligible to participate in a reassignment process if their posts are abolished or come to an end.
16. Staff Rule 1050.3 has been amended to allow staff members with at least 10 years of fixed-term service, and whose appointments will come to an end pursuant to Staff Rule 1040, to participate in a reassignment process.
17. Staff Rule 1050.4 now has the combined wording of the former Staff Rules 1050.3 and 1050.4. There is no change to the wording.
18. Staff Rule 1050.5.2 has been amended to reflect a numbering change.
19. Staff Rule 1050.6 has been amended to remove the discretion of the Director-General to extend the reassignment period beyond six months.
20. Staff Rule 1050.8 has been amended to make clear that the appointments of staff members on continuing and fixed-term appointments will be terminated or not extended if they are not reassigned during the reassignment process, or if they refuse a reassignment that is proposed during the reassignment process.
21. Staff Rule 1050.10 has been amended to fill an existing gap. The current schedule of indemnities (terminal remuneration) does not indicate the indemnity to be paid to a staff member holding a continuing appointment with five to six years of qualifying service. The schedule has been amended to indicate five months.
22. Staff Rule 1050.10.1 has been amended to remove the 50 percent increase to the termination indemnity if a staff member refuses a reassignment pursuant to the reassignment process and whose appointment is consequently terminated.

II. AMENDMENTS CONSIDERED NECESSARY IN THE LIGHT OF EXPERIENCE AND IN THE INTEREST OF GOOD HUMAN RESOURCES MANAGEMENT

Effective date

23. Staff Rule 040 has been amended to indicate that the effective date of these Staff Rules, with the exception of Appendices 1 and 2, is 1 February 2013. The effective date of Appendix 1 (salary scale) and Appendix 2 (education grant) is 1 January 2013.

Standards of conduct for staff members

24. In Staff Rule 110.2, the word “Section” has been changed to “Article”, as the Staff Regulations have articles, not sections.

Working hours and attendance

25. Staff Rule 610 has been amended to clarify that a staff member’s salary may be withheld temporarily while it is determined whether an unauthorized absence was due to reasons beyond the staff member’s control. If an unauthorized absence was due to reasons beyond the staff member’s control, the salary withheld will be paid.

New Staff Rule

26. Staff Rule 1205 has been introduced to clarify that the Staff Rules related to appeals also apply to former staff members, except for Staff Rules 1230.4 and 1230.5.

III. AMENDMENTS CONSIDERED NECESSARY IN THE LIGHT OF DECISIONS EXPECTED TO BE TAKEN BY THE UNITED NATIONS GENERAL ASSEMBLY AT ITS SIXTY-SEVENTH SESSION ON THE BASIS OF RECOMMENDATIONS OF THE INTERNATIONAL CIVIL SERVICE COMMISSION

Remuneration of staff in the professional and higher categories

27. The Commission recommended to the United Nations General Assembly that the current base/floor salary scale for the professional and higher categories should be increased by 0.12% through the standard consolidation method of increasing base salary and commensurately reducing post adjustment multiplier points (i.e. on a “no loss, no gain” basis) with effect from 1 January 2013.

28. Amendments to Appendix 1 of the Staff Rules have been prepared accordingly and are attached in Annex 2.

Salaries of staff in ungraded posts and of the Director-General

29. Subject to the decision of the United Nations General Assembly in respect of the recommendation in paragraph 27 above, the Director-General proposes, in accordance with Staff Regulation 3.1, that the Executive Board should recommend to the Sixty-sixth World Health Assembly modifications in the salaries of Assistant Directors-General and Regional Directors. Thus, as from 1 January 2013, the gross salary for Assistant Directors-General and Regional Directors would be US\$ 172 301 per annum, and the net salary US\$ 134 111 (dependency rate) or US\$ 121 443 (single rate).

30. Based on the adjustments to salaries described above, the salary modification to be authorized by the World Health Assembly for the Deputy Director-General would entail, as from 1 January 2013, a gross salary of US\$ 189 599 per annum with a corresponding net salary of US\$ 146 219 (dependency rate) or US\$ 131 590 (single rate).

31. The salary adjustments described above would imply similar modifications to the salary of the Director-General. The salary to be authorized by the World Health Assembly, as from 1 January 2013, would therefore be US\$ 233 161 per annum gross, US\$ 176 713 net (dependency rate) or US\$ 157 152 net (single rate).

Review of the level of the education grant

32. The Commission had before it proposals by the secretariat of the United Nations Chief Executives Board for Coordination for a review of the level of the education grant on the basis of the analysis of expenditure data on 18 296 claims for the academic year 2010–2011 in the 15 individual country/currency areas for which the education grant was administered. The analysis was done in accordance with the existing methodology introduced in 1992.

33. The Commission decided to recommend to the General Assembly:

- (a) That for Austria, Belgium, Denmark, France, Germany, Italy, the Netherlands, Spain, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America and the United States dollar area outside the United States of America, the maximum admissible expenses and the maximum education grant be adjusted as shown in annex III, table 1, of its report for 2012;
- (b) That for Ireland, Japan and Sweden, the maximum admissible expenses and maximum education grant remain at the current levels shown in annex III, table 1, of its report for 2012;
- (c) That for Austria, Belgium, Denmark, France, Germany, Ireland, Italy, Japan, the Netherlands, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America and the United States dollar area outside the United States of America, the normal flat rates for boarding, taken into account within the maximum admissible educational expenses, and the additional amount for reimbursement of boarding costs over and above the maximum grant payable to staff members at designated duty stations, be revised as shown in annex III, table 2 of its report for 2012;
- (d) That for Switzerland, the normal flat rate for boarding and additional flat rate for designated duty stations be maintained at the current level as shown in annex III, table 2 to its report for 2012;
- (e) That the special measures for China, Hungary, Indonesia, and the Russian Federation, as well as for the eight specific schools in France (namely, American School of Paris, British School of Paris, International School of Paris, American University of Paris, Marymont School of Paris, European Management School of Lyon, École Active Bilingue Victor Hugo and École Active Bilingue Jeannine Manuel), be maintained;
- (f) That the special measures for Romania be discontinued;
- (g) That special measures be introduced in Thailand and for the American Cooperative School in Tunis, Tunisia and the American International School of Johannesburg, South Africa;
- (h) That all the above-mentioned adjustments and measures be applicable as from the school year in progress on 1 January 2013.

34. Amendments to Appendix 2 of the Staff Rules have been prepared accordingly and are attached in Annex 3.

ACTION BY THE EXECUTIVE BOARD

35. In the light of these revisions, the Executive Board may wish to consider the following draft resolutions.

Resolution 1

The Executive Board,

CONFIRMS, in accordance with Staff Regulation 12.2, the amendments to the Staff Rules that have been made by the Director-General with effect from 1 January 2013 concerning the remuneration of staff in the professional and higher categories including the revised rates of staff assessment in conjunction with gross base salaries, and with effect from 1 February 2013, concerning the effective date of amendments to the Staff Rules; appointment policies; completion of appointments; abolition of post including the reassignment process; standards of conduct for staff members; working hours and attendance; appeals process; and terminal remuneration.

Resolution 2

The Executive Board,

Having considered the report on amendments to the Staff Regulations and Staff Rules,¹

RECOMMENDS to the Sixty-sixth World Health Assembly the adoption of the following resolution:

The Sixty-sixth World Health Assembly,

Noting the recommendations of the Executive Board with regard to remuneration of staff in ungraded posts and of the Director-General,

1. ESTABLISHES the salaries of Assistant Directors-General and Regional Directors at US\$ 172 301 gross per annum before staff assessment, resulting in a modified net salary of US\$ 134 111 (dependency rate) or US\$ 121 443 (single rate);
2. ESTABLISHES the salary of the Deputy Director-General at US\$ 189 599 gross per annum before staff assessment, resulting in a modified net salary of US\$ 146 219 (dependency rate) or US\$ 131 590 (single rate);
3. ESTABLISHES the salary of the Director-General at US\$ 233 161 gross per annum before staff assessment, resulting in a modified net salary of US\$ 176 713 (dependency rate) or US\$ 157 152 (single rate);
4. DECIDES that those adjustments in remuneration shall take effect on 1 January 2013.

¹ Document EB132/40.

ANNEX 1

**AMENDMENTS TO THE STAFF RULES CONSIDERED NECESSARY IN THE
LIGHT OF WHO'S MANAGEMENT REFORMS IN THE AREA OF HUMAN
RESOURCES**

Former text	New text
<p>420. APPOINTMENT POLICIES</p> <p>420.2 A “continuing appointment” is an appointment without specified time-limit. A continuing appointment shall be granted after a minimum of five years’ uninterrupted, active service on fixed-term appointments and certified satisfactory performance.</p>	<p>420. APPOINTMENT POLICIES</p> <p>420.2 A “continuing appointment” is an appointment without specified time-limit. A continuing appointment shall be granted after a minimum of five years’ uninterrupted, active service on fixed-term appointments and certified satisfactory performance.</p> <p><u>420.2.1 Staff members, excluding those referred to in Staff Rule 420.2.2, who hold a fixed-term appointment on 1 February 2013, are eligible to be granted or considered for a continuing appointment as follows:</u></p> <p><u>420.2.1.1 If, during the appointment held on 1 February 2013, the staff member reaches a minimum of five years uninterrupted fixed-term, active service and has certified satisfactory performance, a continuing appointment shall be granted.</u></p> <p><u>420.2.1.2 If, during the appointment held on 1 February 2013, the staff member does not reach five years of uninterrupted fixed-term, active service, the staff member shall be considered for a continuing appointment pursuant to conditions and criteria established by the Director-General.</u></p> <p><u>420.2.2 The categories of staff members who are not eligible for a continuing appointment include:</u></p> <p><u>420.2.2.1 Staff members specified in Staff Regulation 4.5;</u></p> <p><u>420.2.2.2 Staff members on secondment to the Organization; and</u></p> <p><u>420.2.2.3. Staff members who do</u></p>

Former text	New text
	<u>not hold a fixed-term appointment on 1 February 2013.</u>
420.3 A “fixed-term appointment” is a time-limited appointment of one year or more. A fixed-term appointment may be extended, provided that the total duration of service under consecutive fixed-term appointments does not exceed five years. Exceptionally, service on such appointments may be further extended, for up to one additional year, in accordance with conditions determined by the Director-General.	420.3 A “fixed-term appointment” is a time-limited appointment of one year or more. <u>Any extension is subject to</u> A fixed term appointment may be extended, provided that the total duration of service under consecutive fixed term appointments does not exceed five years. Exceptionally, service on such appointments may be further extended, for up to one additional year, in accordance with conditions determined by the Director-General.
1040. COMPLETION OF APPOINTMENTS 1040.1 In the absence of any offer and acceptance of extension, fixed-term and temporary appointments shall expire automatically on the completion of the agreed period of service. Where it has been decided not to offer an extension of appointment to a staff member holding a fixed-term appointment, the staff member shall be notified thereof no less than three months before the expiry of the appointment. Where it has been decided not to offer an extension of appointment to a staff member holding a temporary appointment, the staff member shall be notified thereof normally no less than one month before the expiry of the appointment. Such notice shall not be required in the case of a staff member holding a temporary appointment who has reached the maximum duration of uninterrupted service under consecutive temporary appointments, as defined in Rule 420.4. Eligible staff members who do not wish to be considered for reappointment shall also give that period of notice of their intention.	1040. COMPLETION OF APPOINTMENTS 1040.1 <u>Fixed-term and temporary appointments carry no right to extension or conversion of the appointment.</u> In the absence of any offer and acceptance of extension, <u>such</u> fixed term and temporary appointments shall <u>expire end</u> automatically on the completion of the agreed period of service. <u>1040.1.1 Where it has been decided not to offer an extension of appointment to a staff member holding a fixed term appointment, the A fixed-term</u> staff member shall be notified <u>thereof normally of the end of the appointment</u> no less than three months before <u>the expiry its end date</u> of the appointment. <u>1040.1.2 Where it has been decided not to offer an extension of appointment to a staff member holding a temporary appointment, the A temporary</u> staff member shall be notified <u>thereof of the end of the appointment</u> normally no less than one month before <u>its the expiry end date</u> of the appointment. Such notice shall not be required in the case of a staff member holding a temporary appointment who has reached the maximum duration of uninterrupted service under consecutive temporary appointments, as defined in <u>Staff</u> Rule 420.4. Eligible staff members who do not wish to be considered for reappointment shall also give that period of notice of their intention.

Former text	New text
<p>1050. ABOLITION OF POST</p> <p>1050.1 The fixed-term appointment of a staff member with less than five years of service may be terminated prior to its expiration date if the post he occupies is abolished.</p>	<p>1050. ABOLITION OF POST</p> <p>1050.1 <u>Subject to Staff Rules 1050.2 and 1050.3,</u> The fixed-term appointment of a staff member with less than five years of service may be terminated prior to its expiration <u>end</u> date if the post <u>that</u> he occupies is abolished.</p>
<p>1050.2 When a post held by a staff member with a continuing appointment, 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.</p>	<p>1050.2 When a post held by a staff member with a continuing appointment, 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, <u>In accordance with conditions and procedures established by the Director-General,</u> reasonable efforts shall be made to reassign the staff members occupying that <u>whose posts, have been abolished or have come to an end</u> in accordance with procedures established by the Director-General, <u>as follows:-</u></p> <p><u>1050.2.1 Staff members with a continuing appointment.</u></p> <p><u>1050.2.2 Staff members holding a fixed-term appointment on 1 February 2013 who have completed at least five years of continuous and uninterrupted fixed-term service with the Organization, provided that this period of continuous and uninterrupted fixed-term certified satisfactory service began before 1 February 2013.</u></p> <p><u>1050.2.3 Staff members not holding a fixed-term appointment on 1 February 2013 who have completed at least ten years of continuous and uninterrupted certified satisfactory fixed-term service with the Organization.</u></p> <p><u>1050.2.4. Staff members on secondment to the Organization are not eligible to participate in the reassignment process.</u></p>

Former text	New text
1050.3 The paramount consideration for reassignment shall be the necessity of securing the highest standards of efficiency, competence and integrity with due regard given to the performance, qualifications and experience of the staff member concerned.	<p><u>1050.3</u> The paramount consideration for reassignment shall be the necessity of securing the highest standards of efficiency, competence and integrity with due regard given to the performance, qualifications and experience of the staff member concerned. <u>In accordance with conditions and procedures established by the Director-General, reasonable efforts shall be made to reassign staff members who have completed at least ten years of continuous and uninterrupted fixed-term certified satisfactory service with the Organization and whose appointments will come to an end pursuant to Staff Rule 1040.</u></p> <p><u>1050.3.1 Staff members on secondment to the Organization are not eligible to participate in the reassignment process.</u></p>
1050.4 The Director-General may establish priorities for reassigning staff members.	1050.4 <u>The paramount consideration for reassignment shall be the necessity of securing the highest standards of efficiency, competence and integrity with due regard given to the performance, qualifications and experience of the staff member concerned.</u> The Director-General may establish priorities for reassigning staff members.
1050.5.2 staff members shall be given due preference for vacancies during the reassignment period, within the context of Staff Rule 1050.3;	1050.5.2 staff members shall be given due preference for vacancies during the reassignment period, within the context of Staff Rule 1050.3 <u>4</u> ;
1050.6 The reassignment period will end within six months from its commencement. This period may only be exceptionally extended by the Director-General for up to an additional six months.	1050.6 The reassignment period will end within six months from its commencement. This period may only be exceptionally extended by the Director-General for up to an additional six months.
1050.8 The staff member's appointment shall be terminated if no reassignment decision is made during the reassignment period or if the staff member refuses a reassignment pursuant to Staff Rule 1050.5.3.	1050.8 The staff member's <u>continuing or fixed-term</u> appointment shall be terminated, <u>or not extended,</u> if no reassignment decision is made <u>the staff member is not reassigned</u> during the reassignment period or if the staff member refuses a reassignment pursuant to Staff Rule 1050.5.3.

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<p>1050.10 Staff members whose appointments are terminated under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.2:</p> <p>Indemnity (Terminal remuneration)</p> <table><tr><th><i>Years of service</i></th><th><i>Staff holding continuing appointments</i></th><th><i>Staff holding other types of appointments</i></th></tr><tr><td>Less than 1</td><td rowspan="5">)) Not applicable)</td><td rowspan="5">One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of 3 months</td></tr><tr><td>1</td></tr><tr><td>2</td></tr><tr><td>3</td></tr><tr><td>4</td></tr><tr><td>5</td><td></td><td>4 months</td></tr><tr><td>6</td><td>6 months</td><td>5 months</td></tr><tr><td>7</td><td>7 months</td><td>6 months</td></tr><tr><td>8</td><td>8 months</td><td>7 months</td></tr><tr><td>9</td><td>9 months</td><td>9 months</td></tr><tr><td>10</td><td>9.5 months</td><td>9.5 months</td></tr><tr><td>11</td><td>10 months</td><td>10 months</td></tr><tr><td>12</td><td>10.5 months</td><td>10.5 months</td></tr><tr><td>13</td><td>11 months</td><td>11 months</td></tr><tr><td>14</td><td>11.5 months</td><td>11.5 months</td></tr><tr><td>15 or more</td><td>12 months</td><td>12 months</td></tr></table>	<i>Years of service</i>	<i>Staff holding continuing appointments</i>	<i>Staff holding other types of appointments</i>	Less than 1)) Not applicable)	One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of 3 months	1	2	3	4	5		4 months	6	6 months	5 months	7	7 months	6 months	8	8 months	7 months	9	9 months	9 months	10	9.5 months	9.5 months	11	10 months	10 months	12	10.5 months	10.5 months	13	11 months	11 months	14	11.5 months	11.5 months	15 or more	12 months	12 months	<p>1050.10 Staff members whose appointments are terminated <u>or not extended</u> under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Rule 380.2:</p> <p>Indemnity (Terminal remuneration)</p> <table><tr><th><i>Years of service</i></th><th><i>Staff holding continuing appointments</i></th><th><i>Staff holding other types of appointments</i></th></tr><tr><td>Less than 1</td><td rowspan="5">)) Not applicable)</td><td rowspan="5">One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of 3 months</td></tr><tr><td>1</td></tr><tr><td>2</td></tr><tr><td>3</td></tr><tr><td>4</td></tr><tr><td>5</td><td><u>5 months</u></td><td>4 months</td></tr><tr><td>6</td><td>6 months</td><td>5 months</td></tr><tr><td>7</td><td>7 months</td><td>6 months</td></tr><tr><td>8</td><td>8 months</td><td>7 months</td></tr><tr><td>9</td><td>9 months</td><td>9 months</td></tr><tr><td>10</td><td>9.5 months</td><td>9.5 months</td></tr><tr><td>11</td><td>10 months</td><td>10 months</td></tr><tr><td>12</td><td>10.5 months</td><td>10.5 months</td></tr><tr><td>13</td><td>11 months</td><td>11 months</td></tr><tr><td>14</td><td>11.5 months</td><td>11.5 months</td></tr><tr><td>15 or more</td><td>12 months</td><td>12 months</td></tr></table>	<i>Years of service</i>	<i>Staff holding continuing appointments</i>	<i>Staff holding other types of appointments</i>	Less than 1)) Not applicable)	One week per unexpired month of contract, subject to a minimum of 6 weeks and a maximum of 3 months	1	2	3	4	5	<u>5 months</u>	4 months	6	6 months	5 months	7	7 months	6 months	8	8 months	7 months	9	9 months	9 months	10	9.5 months	9.5 months	11	10 months	10 months	12	10.5 months	10.5 months	13	11 months	11 months	14	11.5 months	11.5 months	15 or more	12 months	12 months
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<p>1050.10.1 In the case of termination of appointment under Rule 1050.2, the indemnity shall be increased by 50 percent.</p>	<p>1050.10.1 In the case of termination of appointment <u>following the reassignment process pursuant to Staff Rule 1050.2</u>, the indemnity shall be increased by 50 percent, <u>unless the staff member refuses a reassignment pursuant to Staff Rule 1050.5.3.</u></p>																																																																																						

**AMENDMENTS TO THE STAFF RULES CONSIDERED NECESSARY IN THE
LIGHT OF EXPERIENCE AND IN THE INTEREST OF GOOD HUMAN
RESOURCES MANAGEMENT**

Former text	New text
<p>040. EFFECTIVE DATE</p> <p>These Staff Rules are effective as from 1 January 2012 and supersede all Rules in force before that date. All subsequent modifications shall become effective as from the date shown thereon.</p>	<p>040. EFFECTIVE DATE</p> <p><u>With the exception of Appendices 1 and 2, these Staff Rules are effective as from 1 January-February 2012³ and supersede all Rules in force before that date. All subsequent modifications shall become effective as from the date shown thereon. <u>Appendices 1 and 2 are effective as from 1 January 2013.</u></u></p>
<p>110. STANDARDS OF CONDUCT FOR STAFF MEMBERS</p> <p>110.2 The basic standards for staff members are set out in Section I of the Staff Regulations.</p>	<p>110. STANDARDS OF CONDUCT FOR STAFF MEMBERS</p> <p>110.2 The basic standards for staff members are set out in Section <u>Article</u> I of the Staff Regulations.</p>
<p>610. WORKING HOURS AND ATTENDANCE</p> <p>610.5 No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was due to reasons beyond their control.</p>	<p>610. WORKING HOURS AND ATTENDANCE</p> <p>610.5 No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was due to reasons beyond their control. <u>Payment of salary may be withheld pending a determination as to whether the absence was due to reasons beyond the staff member's control. If the absence is determined to be for reasons beyond the staff member's control, the salary withheld shall be paid.</u></p>
New Staff Rule	<p><u>1205. APPLICABILITY</u></p> <p><u>The Rules in this section apply to staff members and former staff members. In this section, the term "staff member" includes former staff members, except with respect to membership in Boards of Appeal and the election of such members under Staff Rules 1230.4 and 1230.5.</u></p>
Appendix 1 Salary scale for the staff in the professional and higher categories effective 1 January 2012.	Appendix 1 Salary scale for the staff in the professional and higher categories effective 1 January 2012 ³ .
Appendix 2 Education Grant Entitlements Applicable in cases where educational expenses are incurred in specified currencies and countries (effective school year in progress 1 January 2011)	Appendix 2 Education Grant Entitlements Applicable in cases where educational expenses are incurred in specified currencies and countries (effective school year in progress 1 January 2014 ³)

ANNEX 2

Appendix 1

SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES: ANNUAL GROSS BASE SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT (IN US DOLLARS)

(effective 1 January 2013)

<i>Level</i>	<i>Step</i>														
	<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>	<i>VII</i>	<i>VIII</i>	<i>IX</i>	<i>X</i>	<i>XI</i>	<i>XII</i>	<i>XIII</i>	<i>XIV</i>	<i>XV</i>
		*	*	*	*	*									
D-2 Gross	141 412	144 411	147 412	150 430	153 559	156 687									
Net D	112 231	114 420	116 611	118 801	120 991	123 181									
Net S	103 105	104 953	106 794	108 630	110 461	112 282									
					*	*	*	*	*						
D-1 Gross	129 216	131 851	134 479	137 115	139 751	142 382	145 019	147 651	150 296						
Net D	103 328	105 251	107 170	109 094	111 018	112 939	114 864	116 785	118 707						
Net S	95 508	97 178	98 846	100 508	102 169	103 826	105 475	107 124	108 768		*	*	*		
P-5 Gross	106 860	109 100	111 342	113 581	115 823	118 062	120 305	122 545	124 786	127 027	129 268	131 508	133 751		
Net D	87 008	88 643	90 280	91 914	93 551	95 185	96 823	98 458	100 094	101 730	103 366	105 001	106 638		
Net S	80 831	82 285	83 733	85 181	86 628	88 069	89 509	90 947	92 383	93 815	95 246	96 672	98 099		
													*	*	*
P-4 Gross	88 043	90 042	92 039	94 037	96 037	98 032	100 034	102 196	104 359	106 519	108 685	110 844	113 007	115 171	117 333
Net D	72 554	74 133	75 711	77 289	78 869	80 445	82 025	83 603	85 182	86 759	88 340	89 916	91 495	93 075	94 653
Net S	67 564	69 001	70 438	71 870	73 303	74 735	76 165	77 593	79 019	80 445	81 868	83 291	84 714	86 133	87 552
													*	*	*
P-3 Gross	72 358	74 208	76 058	77 905	79 757	81 605	83 453	85 305	87 154	89 004	90 856	92 701	94 554	96 403	98 251
Net D	60 163	61 624	63 086	64 545	66 008	67 468	68 928	70 391	71 852	73 313	74 776	76 234	77 698	79 158	80 618
Net S	56 158	57 502	58 848	60 190	61 536	62 878	64 220	65 567	66 908	68 252	69 591	70 932	72 269	73 609	74 949
											*				
P-2 Gross	59 343	60 997	62 651	64 306	65 961	67 614	69 270	70 922	72 576	74 233	75 885	77 541			
Net D	49 881	51 188	52 494	53 802	55 109	56 415	57 723	59 028	60 335	61 644	62 949	64 257			
Net S	46 786	47 972	49 155	50 339	51 523	52 708	53 912	55 112	56 319	57 521	58 720	59 926			
P-1 Gross	46 454	47 935	49 407	50 957	52 543	54 133	55 724	57 316	58 901	60 492					
Net D	39 486	40 745	41 996	43 256	44 509	45 765	47 022	48 280	49 532	50 789					
Net S	37 247	38 405	39 563	40 720	41 877	43 034	44 191	45 334	46 472	47 610					

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).

ANNEX 3

Appendix 2

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

(effective school year in progress 1 January 2013)

Country/ currency area	(1) Maximum admissible educational expenses and maximum grant for disabled children	(2) Maximum education grant	(3) Flat rate when boarding not provided	(4) Additional flat rate for boarding (for staff serving at designated duty stations)	(5) Maximum grant for staff members serving at designated duty stations	(6) Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)
Part A						
Austria (Euro)	18 240	13 680	3 882	5 824	19 504	13 064
Belgium (Euro)	16 014	12 011	3 647	5 470	17 481	11 152
Denmark (Krone)	122 525	91 894	28 089	42 134	134 028	85 073
France*(Euro)	11 497	8 623	3 127	4 691	13 314	7 328
Germany (Euro)	20 130	15 098	4 322	6 484	21 582	14 368
Ireland (Euro)	17 045	12 784	3 147	4 721	17 505	12 849
Italy (Euro)	21 601	16 201	3 223	4 836	21 037	17 304
Netherlands (Euro)	18 037	13 528	3 993	5 990	19 518	12 713
Spain (Euro)	17 153	12 864	3 198	4 797	17 661	12 888
Japan yen (yen)	2 324 131	1 743 098	609 526	914 290	2 657 388	1 511 429
Sweden (krona)	157 950	118 462	26 219	39 328	157 790	175 641
Switzerland (Swiss franc)	32 932	24 699	5 540	8 310	33 009	25 545
United Kingdom of Great Britain and Northern Ireland (pound sterling)	25 864	19 398	3 821	5 731	25 129	20 769
Part B						
United States dollar (outside the United States of America)	21 428	16 071	3 823	5 735	21 806	16 331
Part C						
United States dollar (in the United States of America) ¹	45 586	34 190	6 265	9 399	43 589	37 233

* Except for the following schools where the US\$ in the US levels will be applied:

- | | |
|--------------------------------------|--|
| 1. American School of Paris | 5. European Management School of Lyon |
| 2. American University of Paris | 6. International School of Paris |
| 3. British School of Paris | 7. Marymount School of Paris |
| 4. École Active Bilingue Victor Hugo | 8. École Active Bilingue Jeannine Manuel |

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¹ The United States dollar in the United States of America applies, as a special measure, for China, Hungary, Indonesia, Romania and the Russian Federation. The effective date that the adjustments and measures are applicable is based on the school year in progress on 1 January 2013; special measures for Romania are discontinued. Special measures are introduced in Thailand and for the American Cooperative School in Tunis, Tunisia and the American International School of Johannesburg, South Africa.