

APPENDICES TO THE STAFF RULES

Appendix A

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 September 2004¹

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG	246 944														
Assistant Secretary-General															
ASG	228 244														
Director															
D-2	189 791	194 106	198 418	202 727	207 040	211 351									
Principal Officer															
D-1	172 507	176 045	179 581	183 112	186 650	190 363	194 154	197 944	201 728						
Senior Officer															
P-5	143 546	146 554	149 562	152 573	155 581	158 588	161 596	164 608	167 614	170 622	173 632	176 647	179 872		
First Officer															
P-4	117 172	120 073	122 966	125 861	128 763	131 656	134 553	137 452	140 347	143 241	146 136	149 042	151 934	154 831	157 730
Second Officer															
P-3	96 302	98 762	101 220	103 674	106 135	108 592	111 049	113 511	116 084	118 773	121 459	124 145	126 833	129 519	132 208
Associate Officer															
P-2	79 006	81 209	83 404	85 603	87 801	90 000	92 198	94 393	96 595	98 793	100 990	103 190			
Assistant Officer															
P-1	61 521	63 640	65 750	67 862	69 976	72 086	74 203	76 313	78 426	80 539					

¹ Amended pursuant to Staff Rule 103.16 and in accordance with the provisions of Articles 1 (q) and 54 of the Regulations of the United Nations Joint Staff Pension Fund. See Registrar's Bulletin ST/RB/126 dated 5 October 2004.

Appendix B
Bonn (GERMANY)
General Service Category – Annual Salaries and Allowances (in Euro)²
Effective 1 September 2004²

Level		I	II	III	S	T	E	P	S	VIII	IX	X	XI	XII ^{**}
1	(Gross)	31819	32806	33793	34780	35767	36754	37741	38728	39715	40702	41689	42676	43663
	(Gross Pens.)	31194	32131	33069	34005	34944	35910	36896	37882	38868	39853	40840	41825	42812
	(Total Net)	25262	26022	26782	27542	28302	29062	29822	30582	31342	32102	32862	33622	34382
	(Net Pens.)	25262	26022	26782	27542	28302	29062	29822	30582	31342	32102	32862	33622	34382
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
2	(Gross)	33772	34817	35863	36908	37954	39036	40124	41212	42300	43388	44476	45564	46652
	(Gross Pens.)	33046	34039	35033	36064	37108	38153	39199	40243	41289	42333	43379	44423	45467
	(Total Net)	26766	27571	28376	29181	29986	30791	31596	32401	33206	34011	34816	35621	36426
	(Net Pens.)	26766	27571	28376	29181	29986	30791	31596	32401	33206	34011	34816	35621	36426
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
3	(Gross)	36569	37698	38857	40031	41205	42380	43554	44728	45903	47077	48251	49426	50600
	(Gross Pens.)	35719	36848	37977	39107	40236	41365	42495	43625	44754	45884	47011	48142	49273
	(Total Net)	28920	29789	30658	31527	32396	33265	34134	35003	35872	36741	37610	38479	39348
	(Net Pens.)	28920	29789	30658	31527	32396	33265	34134	35003	35872	36741	37610	38479	39348
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
4	(Gross)	40805	42109	43414	44718	46022	47326	48630	49934	51238	52542	53846	55150	56454
	(Gross Pens.)	39853	41106	42360	43613	44866	46120	47372	48626	49879	51131	52386	53639	54892
	(Total Net)	32100	33065	34030	34995	35960	36925	37890	38855	39820	40785	41750	42715	43680
	(Net Pens.)	32100	33065	34030	34995	35960	36925	37890	38855	39820	40785	41750	42715	43680
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
5	(Gross)	46011	47472	48932	50393	51854	53315	54776	56236	57739	59306	60872	62439	64006
	(Gross Pens.)	44858	46262	47665	49069	50471	51876	53280	54683	56087	57491	58894	60298	61702
	(Total Net)	35952	37033	38114	39195	40276	41357	42438	43519	44600	45681	46762	47843	48924
	(Net Pens.)	35952	37033	38114	39195	40276	41357	42438	43519	44600	45681	46762	47843	48924
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
6	(Gross)	51845	53480	55115	56750	58477	60230	61984	63738	65491	67245	68999	70752	72506
	(Gross Pens.)	50465	52036	53607	55178	56749	58320	59892	61462	63033	64605	66175	67745	69316
	(Total Net)	40269	41479	42689	43899	45109	46319	47529	48739	49949	51159	52369	53579	54789
	(Net Pens.)	40269	41479	42689	43899	45109	46319	47529	48739	49949	51159	52369	53579	54789
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0
7	(Gross)	58467	60430	62394	64358	66322	68286	70249	72213	74177	76141	78104	80068	82032
	(Gross Pens.)	56742	58501	60261	62021	63779	65539	67299	69059	70826	72656	74488	76317	78147
	(Total Net)	45102	46457	47812	49167	50522	51877	53232	54587	55942	57297	58652	60007	61362
	(Net Pens.)	45102	46457	47812	49167	50522	51877	53232	54587	55942	57297	58652	60007	61362
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0

Revision 40, June 2002

² Amended pursuant to Staff Rule 103.2. See Registrar's Bulletin ST/RB/127 dated 18 October 2004.

ALLOWANCES:

Child Allowance	1848	per annum*	1 st Language Allowance	1800	per annum
Spouse Allowance	3720	per annum	2 nd Language Allowance	900	per annum
Secondary Dependent All.	0	per annum	Transportation Charges		per month

* Child Allowance: First, second and third dependent child 1,848 per annum
Fourth and subsequent child 2,148 per annum

Note: The scale is based on a Common Work Week of 40 hours

Footnotes: * Staff assessment is calculated on the basis of the 38-month average exchange rate of 0.952 Euro to US\$ 1.00.
The official UN exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

** Long-Service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:
(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to Total Net salaries.
Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever UN salaries are taxed.

Gross Pens.: Gross Pensionable salaries have been derived through application of staff assessment to Net Pensionable salaries.
Gross Pensionable is the basis for determining Pension Fund contributions under Article 25 UNJSPF Regulations and for determining Pension benefits.

Net Pens.: Net Pensionable is the part of the net salary which is used to derive to the Gross Pensionable Salary.
Net Pensionable salary is the Total Net salary less the Non-Pensionable component, i.e. 100.0 percent of Total Net GS1-7

NPC: Non-Pensionable Component is that part of net salary excluded from application of staff assessment in determination of the Gross Pensionable Salary. The Non-Pensionable Component has been established at 0.0 percent for GS1-7

For further information please refer to Circular ST/IC/1994/17

Revision 43
October 2004

SALARY SCALE FOR STAFF IN THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS*

* The salary scale for staff in the Trades and Crafts category at Headquarters has been removed from the Staff Rules as of 28 July 2003 since it is not applicable.

Appendix B (continued)

Conditions governing compensation for overtime work

Pursuant to staff rule 103.12, staff members in the General Service category who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

- (i) Overtime at Headquarters means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays, provided that such work has been authorized by the proper supervisor.
- (ii) The scheduled work day at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled work week, less one hour for a meal.
- (iii) The scheduled work week at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days.
- (iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled work day up to a total of eight hours of work on the same day. Subject to the exigencies of the service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place.
- (v) Compensation shall take the form of payment at the straight time rate in respect of each hour in excess of forty hours if, at the time of a review to be conducted three times a year, it is ascertained that a staff member has accumulated more than forty hours of compensatory time off which could not be authorized because of the exigencies of the service. The remaining entitlement to forty hours of compensatory time off will be counted as part of the staff member's accumulated entitlement at the time of the next review.
- (vi) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work of any day of the scheduled work week, or when it takes place on the sixth or seventh day of the scheduled work week.
- (vii) Compensation for overtime shall take the form of an additional payment when it takes place on an official holiday, provided that the Registrar may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event, the Registrar shall set another working day to be observed as the holiday, and the holiday falling during the period of exigency shall be treated as a normal working day.
- (viii)
 - a. The additional payment referred to in subparagraph (vi) above shall be made at the rate of one-and-one-half times the aggregate of the staff member's base salary or wage and language allowance, if any, except that if the overtime takes place on a Sunday or on the seventh day of the scheduled work week, the rate of the additional payment shall be twice the aggregate. In the latter case, overtime which takes place on a Sunday will be subject to compensation at the straight or one-and-a-half-time rate, as appropriate.
 - b. The additional payment referred to in subparagraph (vii) above shall be made at the rate of twice the aggregate of the staff member's base salary or wage and language allowance, if any.

c. (Not applicable)

- (ix) Subject to the exigencies of service, compensatory time off may be granted, as appropriate, at a time-and-a-half rate or at twice the normal rate in lieu of compensation by additional payment at the time-and-a-half rate or at twice the normal rate under subparagraphs (vi) and (vii) above if the staff member so requests.
- (x) Compensation for overtime shall be reckoned to the nearest half-hour; casual overtime of less than one half-hour on any day during the scheduled work week shall be disregarded. A staff member who is required to work on the sixth or seventh day of the week or on an official holiday shall receive no less than four hours of overtime compensation.
- (xi) In the interests of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than forty hours of overtime during any one month, except where unusual exigencies of the service so require.

Conditions governing night differential

- (i) Pursuant to rule 103.13, staff members at Headquarters shall receive, for any regular working hours between 6 p.m. and 9.30 a.m., a night differential at the rate of 10 per cent of the aggregate of their salary or wage and their language allowance and post adjustment, if any, provided that no such differential shall be paid for any part of the tour of duty that begins between 6 a.m. and 9.30 a.m.
- (ii) Payments shall be reckoned to the nearest hour, and work periods of less than one half-hour shall not be taken into consideration.
- (iii) The average amount of night differential received by a staff member during the six months immediately preceding the period in which he or she takes annual or sick leave shall be reflected in the emoluments he or she receives during the leave period, provided one-hundred-and-twenty hours or more were compensated by night differential during the preceding six-month period.
- (iv) A staff member whose regular working hours entitle him or her to receive night differential in accordance with subparagraph (i) above, and who works overtime during hours for which night differential is payable, shall receive both night differential and overtime compensation for such overtime work.

Conditions governing local recruitment

Pursuant to rule 104.6:

- (i) Staff members who have been recruited to serve in posts classified in the General Service category shall be regarded as having been locally recruited unless:
 - a. They have been recruited from outside the area of the duty station;
 - b. Their entitlement to one or more of the allowances or benefits indicated under rule 104.7 has been duly established by the Registrar; or

Appendix C

ARRANGEMENTS RELATING TO MILITARY SERVICE

(a) In accordance with article 14, paragraph 2 (e), of the Agreement on the Privileges and Immunities of the International Tribunal for the Law of the Sea, staff members who are nationals of those Member States which have ratified that Convention shall be "accorded immunity from national service obligations".

(b) Any requests to Governments which have not acceded to the Convention to defer or exempt staff members from military service by reason of their employment with the Tribunal shall be made by the Registrar and not by the staff member concerned.

(c) Staff members who have completed one year of satisfactory probationary service or who have a permanent appointment may, if called by a Member Government for military service, whether for training or active duty, be placed on special leave without pay for the duration of their required military service. Other staff members, if called for military service, shall be separated from the Secretariat according to the terms of their appointments.

(d) A staff member called for military service who is placed on special leave without pay shall have the terms of appointment maintained as they were on the last day of service before the staff member went on leave without pay. The staff member's re-employment in the Tribunal shall be guaranteed, subject only to the normal rules governing necessary reductions in force or abolition of posts.

(e) In the interpretation of rule 109.1 (c), the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.

(f) A staff member on special leave without pay for military service shall be required to advise the Registrar within ninety days after release from military service, if the staff member wishes to be restored to active duty with the Tribunal. The staff member shall also be required to submit a certificate of completion of military service.

(g) If a staff member, after the period of required military service, elects to continue such service or if the staff member fails to obtain a certified release therefrom, the Registrar will determine, on the merits of the particular case, whether further special leave without pay will be granted and whether re-employment rights shall be maintained.

(h) If the staff member's absence on special leave without pay appears likely to last six months or more, the Tribunal will pay, if so requested, for transporting the staff member's spouse and dependent children to the staff member's place of entitlement and for their return travel after the staff member's return to active duty with the Tribunal, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.

(i) The Tribunal shall not continue its contribution to the Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.

(j) The provisions of rule 106.4 relating to illness, accident or death attributable to the performance of official duties on behalf of the Tribunal shall not be applicable during periods of military service.

(k) The Registrar may, if the circumstances of the military service appear to warrant it, credit the staff member's period on special leave without pay for military service in fixing the salary step upon the staff member's return to active duty with the Tribunal.

(l) The Registrar may apply such of the foregoing provisions as are appropriate in the case of a staff member who, with the advance approval of the Registrar, volunteers for military service or requests a waiver of immunity under article 14, paragraph 2 (e), of the Agreement on the Privileges and Immunities of the International Tribunal for the Law of the Sea.

Appendix D

RULES GOVERNING COMPENSATION IN THE EVENT OF DEATH, INJURY OR
ILLNESS ATTRIBUTABLE TO THE PERFORMANCE OF OFFICIAL DUTIES ON
BEHALF OF THE UNITED NATIONS

See United Nations ST/SGB/Staff Rules/Appendix D/Rev.1
and Amend.1, issued separately

(Applicable to the Tribunal in accordance with rule 106.4)

Appendix E

(Cancelled)

Appendix F

SALARY SCALE FOR STAFF IN THE LANGUAGE TEACHER CATEGORY AT HEADQUARTERS*

* The salary scale for staff in the Language Teacher category at Headquarters has been removed from the Staff Rules as of 28 July 2003 since it is not applicable.

Appendix G

Education grant entitlements applicable in cases where educational expenses are incurred in specified currencies and countries

(Effective 1 January 2003)

<i>Country/currency area</i>	<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>
<i>Maximum admissible educational expenses and maximum grant for disabled children</i>		<i>Maximum education grant</i>	<i>Flat rate when boarding not provided</i>	<i>Additional flat rate for boarding (for staff serving at designated duty stations)</i>	<i>Maximum grant for staff members serving at designated duty stations</i>	<i>Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)</i>
Part A						
Euro						
Austria	13 618	10 214	3 300	4 949	15 163	9 219
Belgium	12 898	9 673	3 147	4 720	14 393	8 701
Germany	15 736	11 802	3 794	5 690	17 492	10 677
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	9 330	6 997	2 672	4 008	11 005	5 767
Ireland	9 997	7 498	2 652	3 978	11 476	6 461
Italy	13 518	10 138	2 696	4 044	14 182	9 923
Luxembourg	12 898	9 673	3 147	4 720	14 393	8 701
Monaco	9 330	6 997	2 672	4 008	11 005	5 767
Netherlands	13 085	9 814	3 521	5 282	15 096	8 391
Spain	10 586	7 940	2 606	3 908	11 848	7 112
Danish krone	77 400	58 050	23 062	34 592	92 642	46 651
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Norwegian krone	71 632	53 724	17 978	26 967	80 691	47 661
Pound sterling	15 900	11 925	3 104	4 656	16 581	11 761
Swedish krona	91 575	68 681	22 127	33 190	101 871	62 072
Swiss franc	25 347	19 010	5 182	7 773	26 783	18 437
Part B						
United States dollar (outside the United States of America)	14 820	11 115	3 490	5 235	16 350	10 167
Part C						
United States dollar (in the United States)*	25 743	19 307	4 742	7 113	26 420	19 420

*Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.

Where educational expenses are incurred in any of the currencies set out in the table above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part (c) above. Where educational expenses are not incurred in any of the currencies set out in part (a) above or in the United States, the applicable amounts are set out in columns (1) to (6) against part (b) above.

Attendance at an educational institution outside the duty station

- (i) Where the educational institution provides board, 75 per cent of the allowable costs of attendance and of the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.
- (ii) Where the educational institution does not provide board, a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

- (iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.
- (iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

- (v) Where the educational institution provides board:
 - a. 100 per cent of the costs of board up to the maximum indicated in column (4); and
 - b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).
- (vi) Where the educational institution does not provide board:
 - a. A flat sum for board as indicated in column (4); and
 - b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).
- (vii) Paragraphs (v) and (vi) above are not applicable to special missions.