



# **STAFF REGULATIONS AND STAFF RULES**

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## ***STAFF REGULATIONS<sup>1</sup>***

### ***Scope and Purpose***

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the World Health Organization Secretariat staff. They are the broad principles of personnel policy for the guidance of the Director-General in the staffing and administration of the Secretariat. The Director-General may, as Chief Administrative Officer, provide and enforce such Staff Rules consistent with these principles as he considers necessary.

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<sup>1</sup>Text adopted by the Fourth World Health Assembly (Resolution WHA 4.51) and amended by the Twelfth, Fifty-Fifth, Sixty-Second and Sixty-Eighth World Health Assemblies (Resolutions WHA12.23, WHA55.21, WHA62.7, WHA68.17).

## **STAFF RULES**

### **INTRODUCTORY SECTION**

(See also Staff Regulations 12.2 and 12.3)

#### **010. PURPOSE**

010.1 The Staff Rules implement the provisions of the Staff Regulations and govern the conditions of service of the World Health Organization (the “Organization”).

010.2 The Staff Rules are established by the Director-General under the authority of the Staff Regulations and are subject to confirmation by the Executive Board. The Staff Rules shall be consistent with the Staff Regulations.

015.1 The Staff Regulations are promulgated by the World Health Assembly and:

015.1.1 embody the fundamental conditions of service and the basic rights, duties, and obligations of the Organization’s staff; and

015.1.2 provide broad principles of personnel policy for the guidance of the Director-General in the staffing and administration of the Organization.

#### **020. AMENDMENTS**

Subject to confirmation by the Executive Board, the Staff Rules may be amended by the Director-General in a manner consistent with the Staff Regulations and without prejudice to the acquired rights of staff members under the Staff Regulations.

#### **030. APPLICATION**

The Staff Rules apply to all staff members of the Organization, except as provided otherwise in any particular Staff Rule. Nothing in the Staff Rules prevents the Director-General from making temporary appointments of 60 days or less with terms of service different from those provided in the Staff Rules, where the Director-General considers that the interests of the Organization so require.



## **STAFF RULES**

### **Introductory Section**

#### **▲040. EFFECTIVE DATE**

These Staff Rules are effective as from 1 February 2018 and supersede all Staff Rules in force before that date, with the exception of [Appendix 1](#) which is effective as from 1 January 2018.

#### **050. EXCEPTIONS TO THE STAFF RULES**

The Director-General may make exceptions to the Staff Rules. Such exceptions shall not be inconsistent with any Staff Regulation or decision of the World Health Assembly. Furthermore, each exception shall be agreed to by the staff member directly affected and, in the opinion of the Director-General, shall not prejudice the interests of any other staff member or group of staff members.

#### **060. DELEGATION OF AUTHORITY**

The Director-General may delegate to other officers of the Organization such of his powers as he considers necessary for the effective implementation of the Staff Rules.

#### **070. MASCULINE AND FEMININE GENDERS**

In these Staff Rules terms referring to persons and staff members in the masculine gender shall apply equally to men and women except where a contrary intention is evident from the context.

## STAFF REGULATIONS

### ARTICLE I

#### **Duties, Obligations and Privileges**

*1.1 All staff members of the Organization are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the World Health Organization only in view.*

*1.2 All staff members are subject to the authority of the Director-General and to assignment by him to any of the activities or offices of the World Health Organization. They are responsible to him in the exercise of their functions. In principle, the whole time of staff members shall be at the disposal of the Director-General.*

*1.3 In the performance of their duties staff members shall neither seek nor accept instructions from any government or from any other authority external to the Organization.*

*1.4 No staff member shall accept, hold or engage in any office or occupation which is incompatible with the proper discharge of his duties with the World Health Organization.*

*1.5 Staff members shall conduct themselves at all times in a manner compatible with their status as international civil servants. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.*

*1.6 Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Director-General. At no time shall they in any way use to private advantage information known to them by reason of their official position. These obligations do not cease with separation from service.*

*1.7 No staff member shall accept any honour, decoration, favour, gift or remuneration from any government, or from any other source external to the Organization, if such acceptance is incompatible with his status as an international civil servant.*

*1.8 Any staff member who becomes a candidate for a public office of a political character shall resign from the Secretariat.*

## STAFF REGULATIONS

### Article I

*1.9 The immunities and privileges attaching to the World Health Organization by virtue of Article 67 of the Constitution are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to staff members for non-performance of their private obligations or failure to observe laws and police regulations. The decision whether to waive any privileges or immunities of the staff in any case that arises shall rest with the Director-General.*

*1.10 All staff members shall subscribe to the following oath or declaration:*

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

*1.11 The oath or declaration shall be made orally by the Director-General at a public meeting of the World Health Assembly, by the Deputy Director-General, Assistant Directors-General and Regional Directors before the Director-General and in writing by other staff members.*

## STAFF RULES

### SECTION 1

#### Duties, Obligations and Privileges

#### 110. STANDARDS OF CONDUCT FOR STAFF MEMBERS

- 110.1 All staff members shall subscribe to the oath or declaration as set out in Staff Regulation 1.10.
- 110.2 The basic standards for staff members are set out in Article I of the Staff Regulations.
- 110.3 A staff member may not act as a delegate or observer for, or adviser to, his government.
- 110.4 A staff member may participate in international or national societies when such participation is not in conflict with the standards referred to in Staff Rule 110.2 above, and may represent such societies at an international meeting with the Director-General's authorization.
- 110.5 A staff member shall obtain the Director-General's permission before publishing articles whose contents reflect work performed for the Organization or information obtained arising out of such work.
- 110.6 A staff member who is offered any honour, decoration or gift from sources external to the Organization shall report this fact to the Director-General who shall decide on the applicability of Staff Regulation 1.7.
- 110.7 The Director-General shall decide on the compatibility of any interests declared by staff members with Article I of the Staff Regulations, and on any action to be taken under this Rule:
- 110.7.1 A staff member who has, or whose spouse or dependent children have, any interest in (including association with) any entity:
- (1) with which the staff member may be required, directly or indirectly, to have official dealings on behalf of the Organization; or
  - (2) which has a commercial interest in the work of WHO, or
  - (3) which has a common area of activity with WHO shall report the interest to the Director-General.

## **STAFF RULES**

### **Section 1**

110.7.2 As determined by the Director-General, staff members in designated employment categories shall be required, upon appointment and at prescribed intervals, to file in respect of themselves, their spouses and dependent children, a declaration in a prescribed form disclosing designated types of interests.

110.8 “Misconduct” means:

110.8.1 any improper action by a staff member in his official capacity;

110.8.2 any conduct by a staff member, unconnected with his official duties, tending to bring the Organization into public discredit;

110.8.3 any improper use or attempt to make use of his position as an official for his personal advantage;

110.8.4 any conduct contrary to the terms of his oath or declaration.

### **120. COPYRIGHT AND PATENT RIGHTS**

All rights, including title, copyright and patent rights, in any work or invention produced or developed by a staff member as part of his official duties shall be vested in the Organization. The Director-General shall decide on the use to be made of these rights.

### **130. FINANCIAL RESPONSIBILITY**

Staff members shall exercise reasonable care in any matter affecting the financial interests of the Organization, its physical and human resources, property and assets.

## **STAFF REGULATIONS**

### **ARTICLE II**

#### ***Classification of Posts and Staff***

*2.1 Appropriate provision shall be made by the Director-General for the classification of posts and staff according to the nature of the duties and responsibilities required.*

## **STAFF RULES**

### **SECTION 2**

#### **Classification of Posts**

##### **210. POST CLASSIFICATION**

The Director-General shall establish and approve human resources plans which will include the classification of all posts in the Organization according to the type and level of the duties and responsibilities of the posts.

##### **220. CLASSIFICATION OF INDIVIDUAL POSTS**

All posts, other than those at the Ungraded levels, shall be classified in categories and level according to standards promulgated by the Director-General and related to the nature of the duties and the level of responsibilities required.

##### **230. CLASSIFICATION REVIEW**

In accordance with procedures established by the Director-General, a staff member may request a re-examination of the classification of any post under his supervision and with reference to the approved human resources plan.

## STAFF REGULATIONS

### ARTICLE III

#### **Salaries and Related Allowances**

*3.1 The salaries for the Deputy Director-General, Assistant Directors-General and Regional Directors shall be determined by the World Health Assembly on the recommendation of the Director-General and with the advice of the Executive Board.*

*3.2 Salary levels for other staff shall be determined by the Director-General on the basis of their duties and responsibilities. The salary and allowance plan shall be determined by the Director-General following basically the scales of salaries and allowances of the United Nations, provided that for staff occupying positions subject to local recruitment the Director-General may establish salaries and allowances in accordance with best prevailing local practices and that for staff occupying positions subject to international recruitment the remuneration shall be varied between duty stations to take into account relative cost of living to the staff members concerned, standards of living and related factors. Any deviations from the United Nations scales of salaries and allowances which may be necessary for the requirements of the World Health Organization shall be subject to the approval of, or may be authorized by, the Executive Board.*



## STAFF RULES

### SECTION 3

#### Salary, Post Adjustment, Allowances and Grants

#### 310. DEFINITIONS

- 310.1 “Base salary” is the salary at a given grade and step established by a salary schedule. It is exclusive of any additions or deductions.
- 310.1.1 “Gross base salary” is the salary before deduction of the assessment described in Rules 330.1.1 and 330.1.2.
- 310.1.2 “Net base salary” is the salary after deduction of the assessment described in either Rule 330.1.1 or 330.1.2.
- 310.2 “Remuneration” is the sum of the net base salary, allowances and post adjustment, subject to deductions made under Rule 380.5. It is exclusive of any other deductions or additions.
- 310.3 “Pensionable remuneration” is, subject to the terms of the staff member’s appointment, the amount defined in the Regulations of the United Nations Joint Staff Pension Fund. However, when a promotion from the general service category to the professional category would result in a reduction of the staff member’s pensionable remuneration, the level of pensionable remuneration reached prior to the promotion shall be maintained until it is surpassed by the level of the staff member’s pensionable remuneration in the professional category.
- 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. For staff in the professional and higher categories “terminal remuneration” is the net base salary.

## STAFF RULES

### Section 3

310.5 “Dependants” for the purposes of determining entitlements under the Rules, except as otherwise specified, are defined as:

▲310.5.1 a staff member’s spouse whose earnings, if any, do not exceed during any calendar year the lowest entry level of the United Nations General Service gross salary scale in force on 1 January of the year concerned for the duty station in the country of the spouse’s place of work. In the case of staff members in the professional and higher categories, the entry level amount shall not at any duty station be less than the equivalent of the lowest entry level salary at the base of the common salary system, i.e. G-2, step I for New York;

▲310.5.1.1 if both 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;

310.5.2 a child as defined by the Director-General and for whom the staff member certifies that he provides the main and continuing support, provided that the child is under 18 years of age or, if in full-time attendance at a school or university, under the age of 21 years. Age and school attendance requirements shall not apply if the child is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration. If both parents are staff members of international organizations applying the common system of salaries and allowances, the children, if determined dependent, will be recognized as the dependants of the parent whose annual gross occupational earnings yield the higher amount, unless the staff members concerned request otherwise;

310.5.3 a father, mother, brother or sister (not more than one such dependant may be claimed and provided that the staff member does not have a recognized dependant spouse as defined in Rule 310.5.1):

- (1) if the staff member demonstrates that he provides more than half the total support and, in any case, at least twice the amount of the allowance claimed,
- (2) and provided that the brother or sister shall be subject to the same age and school attendance conditions as stated in Rule 310.5.2 for a child.

## STAFF RULES

### Section 3

310.6 The definitions of dependants in this Rule apply to professional and higher category staff and to general service staff except as otherwise specified. For general service staff, other exceptions may be provided in the local employment conditions established at any given official station under Rule 1310.3.

310.7 A “single parent” is a staff member who meets the following criteria:

310.7.1 The staff member does not have a spouse;

310.7.2 The staff member has a dependent child as defined under Staff Rule 310.5.2;

310.7.3 The staff member provides main and continuing support to the child.

### 315. RECRUITMENT INCENTIVE

An incentive payment for the recruitment of experts in highly specialized fields in instances in which the Organization is unable to attract suitably qualified personnel may be made at the discretion of the Director-General. The amount of the recruitment incentive shall not exceed 25% of the annual net base salary for each year of the initial appointment.

### 320. SALARY DETERMINATION

320.1 On appointment, the net base salary of staff members shall normally be fixed at step 1 of the grade of the post or function to be occupied; however, in accordance with guidelines established by the Director-General, it may be fixed at a higher step in the grade in order to take into account a staff member's qualifications, skills and experience in relation to the requirements of the post or function.

320.2 On promotion of a staff member with a continuing or fixed-term appointment to a higher grade, the net base salary of a staff member shall be fixed at the lowest step in the new grade that will provide an increase in net base salary for promotion within the same salary scale or total net remuneration for promotion from the general service to the professional category, at least equal to that which would have resulted from the granting of two steps within the staff member's present grade. However, on restoration to a higher grade formerly held, the staff member's net base salary shall not exceed that which would have been attained had the staff member remained in the higher grade.

## STAFF RULES

### Section 3

320.3 On reduction in grade of a staff member with a continuing or fixed-term appointment:

320.3.1 due to reasons related to mobility pursuant to the Organization's mobility policy or reassignment further to Staff Rule 1050, the net base salary of a staff member shall remain, on a personal basis, at the grade and step held before the staff member was reassigned to a lower graded post further to mobility or Staff Rule 1050;

320.3.2 due to unsatisfactory performance, unsuitability for international service, or misconduct, the net base salary may be fixed at a lower step in the lower grade; or

320.3.3 due to any other reasons, the net base salary of a staff member shall be fixed at that step in the lower grade that corresponds to his current net base salary, or at the step nearest below if there is no exactly corresponding step.

320.4 A staff member with a continuing or fixed-term appointment may be officially required to assume temporarily the responsibilities of an established post of a higher grade than that which he occupies; such temporary arrangements shall not be continued for more than 12 months, unless otherwise decided by the Director-General. As from the beginning of the fourth consecutive month of such service, the staff member shall be granted non-pensionable extra pay normally equal to, but not exceeding, the difference between his current pay, consisting of net base salary, post adjustment and allowances, and that which he would receive if promoted to the post of higher grade.

## 330. SALARIES

330.1 Gross base salaries shall be subject to the following assessments:

330.1.1 For professional and higher graded staff:

Assessable income US \$	Staff assessment rates %
First 50 000	17
Next 50 000	24
Next 50 000	30
Remaining assessable payments	34

## STAFF RULES

### Section 3

330.1.2 For the general service category:

Amounts per year	Assessment per cent
Up to US\$ 20 000	19
Next US\$ 20 000	23
Next US\$ 20 000	26
Remaining assessable payments	31

330.2 The schedule of annual gross base salaries and of annual net base salaries applicable to all professional and higher category posts shall be as specified in [Appendix 1](#) to these Rules.

### 335. POST ADJUSTMENT

335.1 The net base salaries of staff in the professional and higher categories shall be adjusted for cost-of-living variations in relation to a base index of 100 points. The post adjustment index for each official station and corresponding multiplier shall be determined at regular intervals on the basis of statistical procedures agreed among the international organizations concerned.

335.2 The amount by which the net base salary is to be adjusted shall be determined by multiplying 1% of the net base salary by a multiplier corresponding to the number of points by which the index for the official station concerned exceeds the base index.

### 340. DEPENDANTS' ALLOWANCES

Staff members appointed to the professional and higher categories, are entitled to dependants' allowances pursuant to the definitions provided in Staff Rules [310.5](#) and [310.7](#), as follows:

340.1 for a dependent child. The entitlement shall be reduced by the amount of any benefit paid from any other public source by way of social security payments, or under public law, by reason of such child.

340.2 for a child who is physically or mentally disabled, an amount equivalent to double the dependent child allowance, subject to the conditions defined in Staff Rule [340.1](#).

340.3 for a father, mother, brother or sister.

340.4 for a dependant spouse.

## STAFF RULES

### Section 3

- 340.5 for being recognized as having the status of a single parent.
- 340.6 The allowances to be paid under Staff Rules 340.1, 340.2, 340.3, 340.4 and 340.5 shall be as determined by the Director-General on the basis of procedures established by the International Civil Service Commission.

### 350. EDUCATION GRANT

- 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:
- ▲350.1.1 the grant is payable for each child as defined by the Director-General up to the end of the school year in which the child reaches the age of 25, completes four years of post-secondary studies or attains a first post-secondary degree, whichever is earlier;
  - 350.1.2 if the child's education is interrupted for at least one scholastic year by national service obligations, 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;
  - 350.1.3 the amounts of the grant payable under the Rules shall be as specified in Appendix 2 to these Rules.
- 350.2 This grant is payable for:
- 350.2.1 the cost of full-time attendance at an educational institution in the country or area of the official station;
  - 350.2.2 the cost of full-time attendance at an educational institution outside the country or area of the duty station. For staff members assigned outside category H duty stations, an additional lump sum for boarding-related expenses for primary and secondary levels only is also payable;
  - 350.2.3 recognized correspondence courses, when the Organization considers that such courses are either a substitute for the full-time attendance referred to in Rule 350.2.1 or a supplement to such full-time attendance where the curriculum does not include a course necessary for the child's subsequent education;
  - 350.2.4 private tuition given by a qualified teacher:

## STAFF RULES

### Section 3

- 350.2.4.1 to supplement correspondence courses;
  - 350.2.4.2 for special coaching required in a subject taught by the school or in an additional subject required for subsequent education;
- 350.2.5 Suppressed.
- 350.2.6 tuition for teaching the mother tongue to a child, in respect of whom the staff member is entitled to the grant under Rule 350.1.1, who is attending a local school in which the instruction is given in a language other than the child's own, when the staff member is serving at an official station in a country whose language is different from his own and where satisfactory school facilities for learning the latter are not available.
- 350.3 The education grant shall not be paid for:
  - 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;
  - 350.3.2 attendance at a kindergarten or nursery school at the pre-primary level;
  - 350.3.3 attendance at a State-operated school in the country or area of the official station, except where significant additional expense is incurred as a consequence of the staff member's expatriation and in the absence of any reasonable alternative local schooling;
  - 350.3.4 vocational training or apprenticeships which either do not involve full-time schooling or in which the child receives some payment for services rendered.
- 350.4 "Cost of attendance" is defined as the cost of tuition, including mother tongue tuition, and enrolment-related fees only.

## STAFF RULES

### Section 3

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.

350.6 Capital assessment fees charged by educational institutions shall be reimbursed under conditions prescribed by the Director-General outside the education grant scheme.

#### 355. SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN

355.1 Staff members are entitled to a special education grant in respect of any physically or mentally disabled child, recognized as dependant under Rule 310.5.2, up to the end of the year in which such child reaches the age of 28, under conditions established by the Director-General. In cases where an education grant is payable under Rule 350, the total of the amounts payable under Rules 350 and 355 shall not exceed the applicable maximum.

355.2 The amount of the special education grant for each disabled child shall be equal to 100% of admissible expenses actually incurred up to the applicable maximum grant as specified in Appendix 2 to these Rules.

355.3 "Special educational expenses" shall mean the cost of such teaching services and equipment as are necessary to provide an educational programme designed to meet the needs of the disabled child in order that he may attain the highest possible level of functional ability. Normal educational expenses are reimbursed under Rule 350.

355.4 The special grant is payable when the Organization determines, on the basis of medical evidence and in accordance with review procedures established by the Director-General, that one of the following circumstances applies:

355.4.1 the child is unable by reason of physical or mental disability to attend a normal educational institution and therefore requires special teaching or training to prepare him for full integration into society;

355.4.2 the child, while attending a normal educational institution, requires special teaching or training to assist him in overcoming the disability.



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- 355.5 The staff member is required to produce evidence that he has exhausted all other sources of benefits that may be available for the education and training of the child including those available from State and local governments and from the Staff Health Insurance. The amount of any benefits so received shall be deducted from the expenses taken into account in calculating the special grant.
- 355.6 The grant is payable from the date on which the special teaching or training is required and up to the end of the year in which the child reaches the age of 28 years, under conditions established by the Director-General.
- 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.
- 355.8 For the purposes of Rule 355 "year" shall mean the school year if the child attends an educational institution; in all other cases it shall mean the calendar year.

### 360. MOBILITY INCENTIVE, HARDSHIP ALLOWANCE AND NON-FAMILY SERVICE ALLOWANCE

- 360.1 The following staff members shall receive a non-pensionable allowance designed to provide incentives for mobility, recognize varying degrees of hardship at different duty stations, and provide non-family service allowance for service in duty stations with family restrictions. These allowances are determined by the Director-General on the basis of conditions and procedures established by the International Civil Service Commission:
- 360.1.1 staff members, except those appointed under Staff Rules 1310 and 1330, who are appointed or reassigned to designated categories of duty stations as determined by the International Civil Service Commission, for a period of one year or longer, and
- 360.1.2 staff members, except those appointed under Staff Rules 1310 and 1330, who are appointed or reassigned to designated categories of duty stations as determined by the International Civil Service Commission, for an initial period of less than one year, and whose appointment or reassignment is subsequently extended so that the uninterrupted period of service at that duty station is one year or longer.

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### Section 3

- 360.2 Suppressed.
- 360.3 Duty stations shall be categorized according to conditions of life and work and on the basis of criteria established by the International Civil Service Commission for classifying duty stations.
- 360.4 Staff members who are assigned to duty stations for which family restrictions have been declared by the International Civil Service Commission shall be paid the non-family service allowance as determined by the Director-General.

#### 365. SETTling-IN GRANT

- 365.1 A staff member whose travel is authorized shall be paid a settling-in grant:
- 365.1.1 upon appointment or upon reassignment to a duty station for a period of at least one year; or
  - 365.1.2 upon extension of an initial appointment or reassignment to a duty station of less than one year, resulting in an uninterrupted period of service of one year or longer at the same duty station.
- 365.2 The amount of the settling-in grant shall be the equivalent of the applicable per diem at the date of arrival at the duty station:
- 365.2.1 for the staff member for a period of 30 days;
  - 365.2.2 for the spouse and/or dependant child(ren) accompanying or joining the staff member at the Organization's expense under Staff Rule 820, for 15 days.
- 365.3 Subject to conditions established by the Director-General on the basis of conditions and procedures agreed among international organizations in the United Nations common system, the settling-in grant shall also include a lump sum calculated and payable on the basis of one month of the staff member's net base salary and, as applicable, the post adjustment at the duty station to which the staff member is assigned and at the rate applicable at the date of arrival at the duty station.
- 365.4 No settling-in grant shall be paid for children born, or for any other dependant acquired, after the arrival of the staff member at the duty station.

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- ▲365.5 If a staff member resigns from the Organization or is dismissed for misconduct or is summarily dismissed for serious misconduct within one year of the date of his or her appointment or reassignment to a duty station, the lump sum portion of the settling-in grant paid under Staff Rule 365.3 is recoverable proportionately under conditions established by the Director-General.
- 365.6 If both spouses are staff members of international organizations applying the common system of salaries and allowances at the same official station, the grant under Rule 365.2.1 shall be payable to each staff member. The amount under Rule 365.2.2 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.

### 370. REPATRIATION GRANT

- 370.1 A staff member who on leaving the service of the Organization, other than by summary dismissal under Staff Rule 1075.2, has performed at least five years of continuous service outside the country of his recognized place of residence shall be entitled to a repatriation grant. This grant is payable in accordance with the following schedules and with Staff Rule 380.2. Payment in respect of entitlements 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 the staff member's last duty station or residence during the last assignment, with due regard to the provisions of Staff Rule 370.4. This part of the grant is payable if it is claimed within two years of the effective date of separation.

- 370.1.1 For staff members of the professional and higher categories:

Years of qualifying service	Weeks of salary	
	Without spouse or dependent children	With spouse or Dependent children
5	8	14
6	9	16
7	10	18
8	11	20
9	13	22
10	14	24
11	15	26
12 or more	16	28

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370.1.2 For staff members of the general service category:

Years of Qualifying service	Weeks of salary	
	Without spouse or dependent children	With spouse or Dependent children
5	7	14
6	8	16
7	9	18
8	10	20
9	11	22
10	12	24
11	13	26
12 or more	14	28

370.2 In the application of Rule 370.1, the higher of the two rates shall apply when the staff member has a spouse, or a child recognized under Rule 310.5.2, as determined on the date of separation.

370.3 In computing the years of qualifying service for the purposes of Rule 370.1, the following periods shall be excluded:

370.3.1 any period of special leave without pay in excess of 30 days or sick leave under insurance cover in excess of 30 days (see Rules 650 and 750.2);

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 (see Rule 460).

▲370.4 The grant shall not be payable to a staff member assigned to, or residing in, the country of his or her recognized place of residence at the time of separation. However, when a staff member is transferred or reassigned to duty in the country of his or her recognized place of residence prior to separation, the grant may be paid at a full or reduced rate, with the total accrued amount of the grant being reduced based on criteria established by the Director-General. In such a case, the evidence of relocation referred to in Rule 370.1 shall not be required.

▲370.5 In the event of the death of a staff member who at the time of death would have been eligible for the grant, payment shall be made to the spouse and dependent children who are entitled to repatriation, subject to them providing the evidence of their relocation away from the staff member's last duty station:

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370.5.1 at the lower rate (Rule 370.1) if there is one surviving such family member;

370.5.2 at the higher rate (Rule 370.1) if there is more than one surviving such family member.

370.6 If both spouses are staff members of international organizations applying the common system of salaries and allowances and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with terms and conditions established by the Director-General.

### 375. END-OF-SERVICE GRANT

Staff members holding a fixed-term appointment whose appointment is not renewed after completing five years of continuous qualifying service, and whose performance has been certified as being satisfactory, shall be entitled to a grant based on the years of service, unless an offer of renewal of appointment has been either received or declined or the staff member has reached the age of retirement as defined under Staff Rule 1020.1. The amount of the grant shall be fixed according to the schedule in Staff Rule 1050.10 for termination of fixed-term appointments.

### 380. PAYMENTS AND DEDUCTIONS

380.1 The normal pay period is from the first to the last day of any calendar month.

380.1.1 A month's pay is calculated by taking the sum of 1/12 of the annual net base salary and 1/12 of the allowances and adjustments expressed on an annual basis.

380.1.2 A day's pay is calculated by taking the sum of 1/360 of the annual net base salary and 1/360 of the allowances and adjustments expressed on an annual basis. Staff members who are not in pay status for a full calendar month are paid on a daily basis.

380.1.3 Payment in lieu of notice shall be in the same amount as if the staff member had remained in duty status.

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- 380.2 Separation payments shall be computed as follows:
- 380.2.1 For computation of end-of-service grant, grant in case of death, indemnities and repatriation grant:
- 380.2.1.1 each “month of salary” means 1/12 of the annual terminal remuneration as defined in Rule 310.4;
- 380.2.1.2 each “week of salary” means 1/52 of the annual terminal remuneration as defined in Rule 310.4;
- 380.2.1.3 each “day of salary” means 1/360 of the annual terminal remuneration as defined in Rule 310.4;
- 380.2.1.4 payments shall be made *pro rata* to the last completed month of service.
- 380.2.2 Payment for each day of accumulated annual leave shall be at the rate of 1/260 of the annual net base salary and post adjustment applicable to the official station at the time of separation for professional and higher graded staff and at the rate of 1/260 of the annual terminal remuneration for the general service category of staff.
- 380.2.3 Separation payments shall be computed in relation to the grade and step held by the staff member on the date of his separation.
- 380.3 The effective date of any change in salary shall be as follows:
- 380.3.1 Any increase shall be effective from the date of entitlement except as otherwise specified in these Rules or determined by the Director-General.
- 380.3.2 Any decrease shall be effective from the first of the month following completion of the required notice period.
- 380.4 All payments to staff members shall be made in such currencies and at such rates of exchange as the Director-General may determine, with due regard to the legitimate interests of the staff.
- 380.5 Deductions, from salaries, wages and other emoluments, including terminal entitlements, may be made only in the following cases:
- 380.5.1 for the staff member’s contributions to the Staff Pension Fund and for health insurance;

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- 380.5.2 for indebtedness to the Organization;
- 380.5.3 appropriate charges for staff members officially provided with lodging at no cost or at nominal rent;
- 380.5.4 as otherwise authorized by the staff member and agreed by the Organization;
- 380.5.5 for indebtedness to third parties when any deduction for this purpose is authorized by the Director-General.
- 380.6 A staff member's remuneration may be advanced to him:
  - 380.6.1 if it falls due during his absence on leave or official travel;
  - 380.6.2 in emergencies, if approved by competent authority.
- 380.7 The Organization will not accept a claim for an allowance or entitlement of any kind that is submitted more than one year after the date when the initial payment would have been due.
- 380.8 When a staff member has, in good faith, received an overpayment of an allowance or entitlement of any kind, the Organization will, subject to conditions established by the Director-General:
  - 380.8.1 in the case of a recurring payment, recover the amount overpaid during the two years prior to the date on which the Organization discovered the overpayment; and
  - 380.8.2 in the case of a lump sum payment, recover the amount overpaid provided that the recovery action is initiated within two years following the date of overpayment.

## STAFF REGULATIONS

### ARTICLE IV

#### **Appointment, Transfer, Reassignment and Promotion**

*4.1 The Director-General shall appoint, transfer, reassign and promote staff members as required, without regard to race, sex or religion.*

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

*4.3 So far as is practicable, selection shall be made on a competitive basis; however, the foregoing shall not apply to the filling of a position by transfer or reassignment of a staff member without promotion in the interest of the Organization.*

*4.4 Without prejudice to the inflow of fresh talent, posts shall be filled by reassignment of staff members, as defined by, and under conditions established by, the Director-General, in preference to other persons. This preference shall also be applied, on a reciprocal basis, to the United Nations and specialized agencies brought into relationship with the United Nations.*

*4.5 Appointments of the Deputy Director-General, Assistant Directors-General and Regional Directors shall be for a period not to exceed five years, subject to renewal, and in accordance with conditions determined by the Executive Board concerning eligibility of Regional Directors for reappointment. Other staff members shall be granted appointments of a duration, and under such terms and conditions consistent with these regulations as the Director-General may prescribe.*

*4.6 The Director-General shall establish appropriate medical standards which prospective staff members shall normally be required to meet before appointment.*



## STAFF RULES

### SECTION 4

#### Appointment, Transfer, Reassignment and Promotion

#### 410. RECRUITMENT POLICIES

- 410.1 The paramount considerations in the selection of staff members shall be efficiency, competence and integrity. For posts in the professional category and above, geographical representation shall also be given full consideration. Such representation is not a consideration in appointments to posts subject to local recruitment.
- 410.2 Candidates under 20 or over 62 years of age shall not normally be considered for appointment.
- 410.3 Appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.
- 410.3.1 The spouse of a staff member may be appointed provided that the spouse is fully qualified for the position and provided that the spouse is not given any preference for appointment by virtue of the relationship to the staff member.
- 410.3.2 A staff member who is related to another staff member as specified under Staff Rules 410.3 and 410.3.1:
- 410.3.2.1 shall not be assigned to a post that is superior or subordinate in the line of authority to the post occupied by the staff member to whom he or she is related.
- 410.3.2.2 shall not participate in the process of selection, assignment, reassignment or transfer of the related staff member; or in the taking or reviewing of an administrative decision affecting the related staff member.
- 410.3.3 The marriage of one staff member to another shall not affect the contractual status of either spouse, but their entitlements and other benefits shall be modified as provided in the Staff Rules. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another Organization participating in the United Nations common system.

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- 410.4 Rotational posts, as determined by the Director-General, held by staff members on continuing or fixed-term appointments in the professional category, including at director level, shall normally be filled by the reassignment of a staff member under the Organization's mobility policy.

#### 420. APPOINTMENT POLICIES

- 420.1 Staff members may be granted continuing, fixed-term or temporary appointments as defined below.

- 420.2 A "continuing appointment" is an appointment without specified time-limit.

- 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:

- 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.

- 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.

- 420.2.2 The categories of staff members who are not eligible for a continuing appointment include:

- 420.2.2.1 Staff members specified in Staff Regulation 4.5;

- 420.2.2.2 Staff members on secondment to the Organization; and

- 420.2.2.3 Staff members who do not hold a fixed-term appointment on 1 February 2013.

- 420.3 A "fixed-term appointment" is a time-limited appointment of one year or more. Any extension is subject to conditions determined by the Director-General.

## STAFF RULES

### Section 4

420.4 A “temporary appointment” is a time-limited appointment of up to two years. The total duration of uninterrupted service under consecutive temporary appointments shall not exceed two years. A staff member who has completed the maximum period of uninterrupted service on one or more temporary appointments may not be employed by the Organization unless more than 30 calendar days have elapsed since his separation from service. Any future employment is subject to conditions established by the Director-General.

420.5 Appointments may be on a full-time or part-time basis.

420.6 All staff members, including those seconded to the Organization, shall be appointed initially on a fixed-term appointment as defined in Staff Rule 420.3, or on a temporary appointment as defined in Staff Rule 420.4.

420.7 Any fixed-term appointment of one year or more shall be subject to a period of probation, which shall be at least one year and may be extended up to two years when necessary for adequate evaluation of the staff member’s performance, conduct and suitability for international service.

### 430. MEDICAL CERTIFICATION AND INOCULATIONS

430.1 Upon selection, a candidate shall undergo a prescribed medical examination by a qualified physician whose medical report shall be forwarded to the Organization’s Staff Physician.

430.2 Before an offer of appointment can be made, medical clearance must be issued by the Staff Physician; medical clearance is based on the examination required in Staff Rule 430.1. Should the examination show that the candidate is not medically fit to be appointed to the post, a decision shall be made whether or not to make an offer of appointment and, if an offer is to be made, upon what terms.

430.3 Upon appointment and before any subsequent travel for the Organization, a staff member shall have such inoculations and preventive treatment as the Staff Physician requires.

430.4 Staff members shall, during their employment, be re-examined by the Staff Physician or by a physician designated by the Organization at such intervals as required.

430.5 Prior to going on special leave without pay, a staff member may be required to undergo a medical examination by the Staff Physician or by a physician designated by the Organization.

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### Section 4

- 430.6 Any medical examination and any inoculation required by the Organization shall be at its expense, subject to limits established by the Director-General.

#### 440. APPOINTMENT PROCEDURE

- 440.1 Upon selection for a post, a candidate shall receive notification of the proposed appointment and the conditions to be met before an offer of appointment can be made. When these conditions have been satisfactorily met, the candidate shall receive an offer of appointment which shall:

- 440.1.1 state the type of appointment, tenure, probation requirement, title and grade of post, salary and allowances;
- 440.1.2 indicate the date and place of reporting for duty and the duty station;
- 440.1.3 include a copy of the Staff Regulations and the Staff Rules and state that the offer is subject to the current provisions of the Staff Regulations and the Staff Rules and any subsequent amendments;
- 440.1.4 state the nature of the obligations which attach to employment in an international organization;
- 440.1.5 include a notice of acceptance and the oath or declaration of office.

- 440.2 A candidate shall sign and return to the Organization his acceptance of the conditions contained in the offer, his acceptance of the Staff Regulations and Staff Rules as a part of his contract of employment, and his adherence to the oath or declaration of office in Staff Regulation 1.10.

- 440.3 The offer of appointment, including the Staff Regulations and Staff Rules, and the candidate's acceptance shall constitute the contract of employment. The terms of the appointment shall be confirmed and recorded when the staff member reports for duty and shall be subsequently modified as necessary to reflect any change in status.

- 440.4 For staff seconded to the Organization, the offer of appointment, notice of acceptance and supporting documentation of the terms and conditions of secondment, as agreed by the Organization, the releasing entity and the staff member concerned, shall constitute proof of the existence and validity of secondment to the Organization for the period stated in the offer of appointment and any subsequent extension of the appointment. Any extension of appointment shall be subject to agreement by all parties concerned.

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#### 450. EFFECTIVE DATE OF APPOINTMENT

450.1 The effective date of appointment shall be the date the staff member reports for duty if travel is not authorized. If travel is authorized it shall be the date he enters travel status, provided that this date is not earlier than that required for travel by the route and type of transport designated by the Organization.

450.2 A person shall not report for duty, or commence any travel for the purpose of entering on duty, until the appointment procedure in Staff Rule 440 has been completed.

#### 460. DETERMINATION OF RECOGNIZED PLACE OF RESIDENCE

At the time of appointment of a staff member, the Organization shall determine, in consultation with him or her, that place which is to be recognized throughout his or her service as his or her residence prior to appointment, for purposes of establishing entitlements under these Staff Rules. Unless there are reasons to the contrary, and except as provided by Staff Rule 1310.2, the residence shall be determined to be a place in the country of the staff member's nationality. Consideration may be given in individual cases to designating a place in another country on the basis of reasonable justification and the staff member's right to permanent residence in that country.

#### 470. REINSTATEMENT UPON RE-EMPLOYMENT

470.1 Staff members, except those holding temporary appointments as defined in Staff Rule 420.4, who are re-employed within one year of their separation from service, may, at the option of the Organization, be reinstated. In such cases they shall have restored to them the status which they held upon separation, and the intervening absence shall be charged to annual leave and special leave without pay as necessary. They shall refund to the Organization all separation payments made to them.

470.2 A former staff member who is re-employed, but not reinstated under the provisions of Staff Rule 470.1, shall have the same status as if he were being employed for the first time.

470.3 Restoration of prior contributory service in the United Nations Joint Staff Pension Fund is governed by the Regulations of the Pension Fund.

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#### 480. INTERORGANIZATION TRANSFERS

480.1 Subject to the requirements of Staff Rules 430 and 440 (“Medical Certification and Inoculations” and “Appointment Procedure”), appointees accepted for transfer from another United Nations organization:

480.1.1 may be appointed at an advanced step in the grade of the post to which they are being assigned if this is necessary to maintain their existing net base salary level;

480.1.2 shall transfer their pension fund credit if they are participants in the United Nations Joint Staff Pension Fund;

480.1.3 shall be appointed on a fixed-term appointment in accordance with Staff Rule 420.6, and serve the same probationary period as a newly appointed staff member, except for appointees transferred from the Pan American Health Organization;

480.1.4 shall be credited on transfer with all applicable entitlements as if all prior uninterrupted service with United Nations organizations had been with the World Health Organization, except for those entitlements which must be suspended until the probationary period is satisfactorily completed.

480.2 A staff member who is transferred to another United Nations organization shall not be paid a repatriation grant or any other terminal benefit. The transferred staff member’s credit for all entitlements shall be passed to the receiving organization. The subsequent entitlements of the staff member shall be governed by the rules of the receiving organization.

#### 490. OBLIGATION OF STAFF MEMBERS TO PROVIDE INFORMATION ABOUT THEMSELVES

490.1 Staff members are responsible for providing the Organization with whatever information and documentation may be required, both during the application process and subsequent employment, for the purpose of determining their status under the Staff Rules or of completing administrative arrangements in connection with their appointments. Staff members shall be held accountable for the accuracy and completeness of the information they provide.

490.2 Staff members are responsible for promptly notifying the Organization, in writing, of any subsequent changes affecting their status under the Staff Rules, and for providing all relevant information and documentation.

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### **Section 4**

490.3 A staff member who intends to change his or her nationality shall notify the Director-General of that intention before the change becomes final.

490.4 A staff member who is arrested, charged with an offence other than a minor traffic violation, summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall immediately report the fact to the Organization.

#### **495. STAFF MEMBER'S BENEFICIARIES**

495.1 At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Director-General. It shall be the responsibility of the staff member to notify the Director-General of any revocations or changes of beneficiaries.

495.2 In the event of the death of a staff member, all amounts due to that staff member will be paid to his or her nominated beneficiary or beneficiaries, except as otherwise stated in these Staff Rules and the Regulations of the United Nations Joint Staff Pension Fund. Such payment shall release the World Health Organization from any and all liability in respect of any sum so paid.

## STAFF RULES

### SECTION 5

#### Performance and Change of Status

##### 510. ASSIGNMENT TO DUTY

510.1 Staff members in the professional category are subject to assignment by the Director-General to any activity or office of the Organization throughout the world. Those in the general service category are not subject to assignment, except by mutual agreement, to a duty station other than that for which they have been recruited. Initial recruitment for a specific assignment does not, therefore, relieve the staff member of the obligation to serve in any other designated assignment. In determining the initial and any subsequent assignment, consideration shall be given, to the extent possible, to the staff member's particular abilities and interests.

510.2 An assignment for the purpose of entitlement to settling-in grant, mobility incentive and relocation shipment is an assignment requiring the installation of the staff member in the duty station for a period of at least one year.

##### 515. MOBILITY

515.1 Further to Staff Regulation 1.2 and Staff Rule 510.1, staff members on continuing or fixed-term appointments in the professional category, including at director level, other than those on secondment to the Organization, may be subject to reassignment through a mobility exercise conducted by a global mobility committee under conditions established by the Director-General.

▲515.2 Staff members whose posts have been abolished and who are eligible to participate in a reassignment process pursuant to Staff Rule 1050 shall be given due preference for vacancies during the mobility exercise.

##### 520. TRAINING

Staff members may be given suitable training, as determined necessary by the Organization, to improve their effectiveness for current and future assignments in the Organization.



## **STAFF RULES**

### **Section 5**

#### **530. PERFORMANCE MANAGEMENT AND DEVELOPMENT**

- 530.1 The performance management and development process shall be the basis for assisting a staff member to make his most effective contribution to the work of the Organization and for decisions concerning the staff member's status and retention in the Organization.
- 530.2 Performance management and development is a shared responsibility between staff members and their supervisors.
- 530.3 Supervisors shall be responsible for:
- 530.3.1 facilitating the adjustment of the staff they supervise to their work;
  - 530.3.2 establishing, in consultation with each staff member, a work plan;
  - 530.3.3 guiding staff under their supervision.
- 530.4 In addition to normal work review and discussion with a staff member, supervisors shall periodically make a formal evaluation of the performance, conduct and development potential of all staff members under their supervision. This evaluation shall be made at such intervals as the work situation or the individual's performance requires, but in no case less frequently than once a year. Supervisors shall discuss their conclusions with the staff member, recognize good performance and make specific suggestions for improvement in performance as necessary. For staff members with supervisory responsibilities, the evaluation shall include an assessment of their performance as supervisors, including how they fulfil their performance management and development responsibilities.
- 530.5 The performance of staff members during the preceding year shall be evaluated according to procedures established by the Director-General. The relevant form shall be certified by the supervisors and the staff member concerned. Staff members may attach a statement concerning any part of the performance evaluation report with which they disagree and this statement shall become part of their performance file.

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#### 540. END OF PROBATION

540.1 A performance evaluation report (see Rule 530.2) shall be made before the end of the normal probationary period (see Rule 420.7). On the basis of this report a decision shall be taken, and notified to the staff member, that the:

540.1.1 appointment is confirmed;

540.1.2 probationary period is extended for a specified period;

540.1.3 appointment is not confirmed and is to be terminated.

540.2 In the case of either 540.1.2 or 540.1.3, the staff member shall be notified of the reasons. If the probationary period is extended, a further report and decision are required before the expiry of this additional period.

#### 550. WITHIN-GRADE INCREASE

550.1 Staff members whose performance has been certified by their supervisors as satisfactory shall be entitled to a within-grade salary increase of one step upon completion of each unit of service time as defined in Staff Rule 550.2. For staff members holding fixed-term appointments subject to a period of probation, the date of entitlement shall not be earlier than the date of confirmation of the appointment except as provided in Staff Rule 480. The effective date for a within-grade increase shall be the first of the month nearest the date of satisfactory completion of the service requirement. Increases may be granted up to the maximum for the staff member's grade except that, if Staff Rule 1310.9 applies, the normal maximum may be exceeded accordingly.

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 Staff Rule 550.1. The unit of service time is as follows:

550.2.1 one year of full-time service at all levels and steps except at those in Staff Rule 550.2.2;

550.2.2 two years of full-time service for grades P-1 to P-5 from step VII, for P-6/D-1 from step IV and for D-2 from step I;

550.2.3 such period of full-time service as the Director-General may establish for posts subject to local recruitment in accordance with Staff Rule 1310.

550.3 Suppressed.

## STAFF RULES

### Section 5

- 550.4 All service time shall be credited except for:
- 550.4.1 special leave without pay in excess of 30 days;
  - 550.4.2 sick leave under insurance cover in excess of 30 days;
  - 550.4.3 unsatisfactory service.
- 550.5 For part-time staff, the unit of service time is the equivalent amount of part-time service.
- 550.6 Accrual of service time for a within-grade increase shall start from the latest of the following actions:
- 550.6.1 entry on duty;
  - 550.6.2 the last within-grade increase;
  - 550.6.3 reduction in grade under Staff Rule 570.1.2; or
  - 550.6.4 a promotion to a higher grade.
560. **PROMOTION (see Staff Regulation 4.4)**
- 560.1 Promotion is the advancement of a staff member with a continuing or fixed-term appointment to a post of higher grade, as a result either of the reclassification of the post he occupies or of reassignment to a different post.
- 560.2 Subject to Rule 560.3, a staff member with a continuing or fixed-term appointment shall be entitled to the promotion resulting from a reclassification of the post he or she occupies if he or she has the necessary qualifications and his or her performance has been satisfactory.
- 560.3 If an occupied post is reclassified from the general service category to a professional category or by more than one grade within a category, or if the post has been reclassified previously while occupied by the same incumbent, 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 with a continuing or fixed-term appointment 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 320.4.

## STAFF RULES

### Section 5

- 560.4 A staff member with a continuing or fixed-term appointment whose performance has been satisfactory, may at any time be considered for reassignment to a post of higher grade for which he or she has the qualifications.

#### 565. REASSIGNMENT

- 565.1 A reassignment is any formal movement of a staff member with a continuing or fixed-term appointment from one post to another. It may involve a change in title, grade, duties, salary, post adjustment or official station, or a combination of these changes.

- 565.2 A staff member with a continuing or fixed-term appointment may be reassigned whenever it is in the interest of the Organization to do so. A staff member with a continuing or fixed-term appointment may at any time request consideration for a reassignment in his own interest.

- 565.3 So far as practicable, and in the interest of developing a versatile career workforce, vacancies in posts in the professional category and above shall be filled by the reassignment of staff members with continuing or fixed-term appointments between the different activities and offices of the Organization. In accepting appointment, a staff member with a continuing or fixed-term appointment accepts the applicability of this policy to himself.

- 565.4 A staff member with a continuing or fixed-term appointment 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 Staff Rule 320.4. Any such arrangement shall not exceed twelve months, unless otherwise decided by the Director-General.

#### 570. REDUCTION IN GRADE

- 570.1 The grade of staff members may be reduced as a consequence of reclassification of the post occupied or reassignment to a different post of lower grade. The latter may result from:

- 570.1.1 the staff member's own request for personal reasons;
- 570.1.2 unsatisfactory performance or misconduct; or
- 570.1.3 as an alternative to termination under Rule 1050.

## **STAFF RULES**

### **Section 5**

570.2 A staff member shall not be reduced in grade for unsatisfactory performance 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.

#### **580. NOTIFICATION AND EFFECTIVE DATE OF CHANGE IN STATUS**

580.1 Staff members shall be notified in writing, either individually or collectively, of any changes in their official status, whether arising from actions taken under the Staff Rules or from any other changes in their personal or employment situation recognized by the Organization. Such notification shall constitute an amendment to the terms of appointment under Staff Rule 440.3.

580.2 A staff member shall be notified in writing in advance of any reduction in grade or salary, the notice period being the same as that specified for termination in Staff Rule 1050.9.

## **STAFF REGULATIONS**

### **ARTICLE V**

#### ***Annual and Special Leave***

*5.1 Staff members shall be allowed appropriate annual leave. In exceptional cases, special leave may be authorized by the Director-General.*

*5.2 In order that staff members may take their leave periodically in their home countries, the Organization shall allow necessary travelling time for that purpose, under conditions and definitions prescribed by the Director-General.*

## **STAFF RULES**

### **SECTION 6**

#### **Attendance and Leave**

##### **610. WORKING HOURS AND ATTENDANCE**

- 610.1 Full-time staff members are subject to call to duty at any time. The normal work day shall be eight hours and the normal work week shall be forty hours. The days of the week and the working hours that constitute the normal work week shall be designated as the needs of the Organization require.
- 610.2 Sunday (or an equivalent day) shall not be a work day.
- 610.3 A staff member unable to report for duty on a work day shall notify his supervisor of that fact within four hours after the beginning of the work day if it is possible to do so. Failure to give such notification without proper justification may result in disciplinary action being taken.
- 610.4 Records of attendance shall be maintained and shall serve as a basis for salary payments.
- 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. 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.

##### **620. OFFICIAL HOLIDAYS**

Ten holidays are observed per year. Except as otherwise decided by the Director-General, eight of the ten days shall be fixed following, as far as practicable, the most commonly observed holidays in the locality, and two days to be taken at the discretion of individual staff members, the timing of which shall be subject to the requirements of service.

## STAFF RULES

### Section 6

#### 625. OVERTIME AND COMPENSATORY LEAVE

625.1 When authorized by the appropriate supervisor, a staff member may be required to work overtime and may be compensated as follows, subject to procedures established by the Director-General:

625.1.1 staff in posts in the professional category and above may be given compensatory leave;

625.1.2 staff in posts subject to local recruitment shall be given compensatory leave or monetary compensation.

#### 630. ANNUAL LEAVE

630.1 Annual leave is provided to staff members for the purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by the Staff Rules shall be chargeable to annual leave to the extent that annual leave has been accrued or advanced.

630.2 The rate of annual leave accrual shall be two and one-half working days for each full calendar month in pay status, with accrual for less than a full calendar month on a *pro rata* basis.

630.3 Annual leave accrues to all staff members except:

630.3.1 conference and other short-term service staff engaged on a daily basis under Staff Rule 1320;

630.3.2 those on special leave without pay under Staff Rule 650.7 in excess of 30 days;

630.3.3 those on sick leave under insurance coverage in excess of 30 days.

630.4 Annual leave may be taken in units of days and half days.

630.5 Not more than 15 days of annual leave accrued in a given year shall normally be carried forward to the next calendar year. Not more than 60 days of accumulated annual leave can be carried forward beyond 31 December of each year.

630.6 In exceptional circumstances a staff member may be advanced annual leave.



## STAFF RULES

### Section 6

630.7 A staff member who is ill during a period of annual leave shall, subject to the provisions of Staff Rule 740, have that portion of his absence considered as sick leave upon presentation of a satisfactory medical report and approval by the Staff Physician.

630.8 A staff member who, on leaving the service of the Organization, has not exhausted the annual leave to which he is entitled shall be paid in respect of each day of unused annual leave up to a maximum of 30 days (see Staff Rule 380.2.2).<sup>1</sup> A staff member who has taken advanced annual leave beyond that subsequently accrued shall either have the equivalent amount debited to his terminal payments or at the option of the Organization make a cash refund. In case of death of a staff member, payment in lieu of accrued annual leave shall be made to his or her nominated beneficiary or beneficiaries under Staff Rule 495.2 but no deduction shall be made in respect of advanced annual leave.

#### 640. HOME LEAVE

640.1 Home leave is provided so that a staff member who is serving and residing outside the country of his recognized place of residence may spend a reasonable period of annual leave in his home country with a view to maintaining effective association with his culture, with his family, and with his national, professional or other interests. Staff members may exercise home leave travel in a country other than that of their recognized place of residence under conditions established by the Director-General.

640.2 The date of eligibility for home leave shall be the date on which the staff member has completed 24 months or 12 months of qualifying service depending on the category of the duty station as established by the International Civil Service Commission. The date may be determined according to criteria established by the Director-General in cases of reassignment or reclassification of duty stations. All duty stations are classified for this purpose, according to their home leave cycle, as “24-month stations” or “12-month stations”.

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<sup>1</sup> Transition period: staff members leaving the service of the Organization in 2013 are entitled to payment for up to 60 days of unused annual leave. Staff members leaving the service of the Organization in 2014 are entitled to payment for up to 50 days of unused annual leave. Staff members leaving the service of the Organization in 2015 are entitled to payment for up to 40 days of unused annual leave. Thereafter, the Staff Rule, as amended, shall apply.

## STAFF RULES

### Section 6

- 640.3 Staff members are eligible for home leave when:
- 640.3.1 they are serving and residing outside the country of their recognized place of residence as established under Rule 460; and
  - 640.3.2 if the staff member is assigned to a 24-month official station, their service is expected to continue at least six months beyond the date of return from home leave or six months beyond the date of eligibility for home leave, whichever is later, or, if the staff member is assigned to a 12-month official station, their service is expected to continue at least three months beyond the date of return from home leave or three months beyond the date of eligibility for home leave, whichever is later; and
  - 640.3.3 they are not locally recruited under Staff Rules 1310 and 1330; and
  - 640.3.4 they have met the requirements for qualifying service under Staff Rule 640.4.
- 640.4 Qualifying service under Rule 640.2 consists of continuous service for the Organization at official stations outside the country 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 special leave without pay in excess of 30 days.
- 640.5 Home leave consists of travel time not charged to the staff member's annual leave with return transportation paid by the Organization for the staff member, the spouse and eligible children, up to the cost of travel between the official station and the staff member's recognized place of residence or the actual destination, whichever is less. Travel shall be authorized as follows:
- 640.5.1 travel shall be between the official station and the staff member's recognized place of residence or another place as provided for in Staff Rule 640.1;
  - 640.5.2 as a condition for the payment of travel, the staff member, the spouse and eligible children must spend a reasonable period of time in the country where the leave is exercised.

## STAFF RULES

### Section 6

640.6 Home leave may be granted subject to the following conditions:

640.6.1 the date of departure on home leave may be at any time during the eligibility period specified below:

Official station	Eligibility period
24-month	6 months before and after eligibility date
12-month	3 months before and after eligibility date

When the date of departure is after the end of the eligibility period, qualifying service towards the next home leave shall accrue from the date of departure, unless the leave has been postponed at the request of the Organization;

640.6.2 in exceptional circumstances, home leave may be advanced, provided there has been a minimum period of qualifying service as defined by the Director-General;

640.6.3 the spouse and eligible children must remain at the official station for at least six months after return from home leave if the staff member is assigned to a 24-month duty station, or for at least three months if the staff member is assigned to a 12-month duty station;

640.6.4 the timing of the home leave must be reasonable in relation to other authorized travel of the staff member, spouse or eligible children, and in relation to the exigencies of the service.

640.7 If both 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.

640.8 A staff member may be required to take home leave in conjunction with travel on official business or change of official station, due regard being paid to the interests of the staff member and his family.

### 650. SPECIAL LEAVE

▲650.1 Special leave with full, partial or no pay may be granted under such conditions as the Director-General may prescribe for training or research in the interest of the Organization or for other important reasons, including family, health, or personal matters.

## STAFF RULES

### Section 6

- ▲650.2 The Director-General may, at his or her initiative, place a staff member on special leave with full pay, or exceptionally with partial or no pay, if he or she considers such leave to be in the interest of the Organization.
- ▲650.3 Special leave is normally granted without pay, for a period not exceeding one year.
- ▲650.4 Normally special leave is granted when all accrued annual leave has been exhausted.
- ▲650.5 Continuity of service shall not be broken during periods of special leave, which shall be credited for all purposes except as otherwise specified in these Staff Rules.
- ▲650.6 Service credits accrue in the same proportion as the rate of partial pay during special leave with partial pay of more than 30 days.
- ▲650.7 Service credits shall not accrue towards sick, annual or home leave, salary increment, termination indemnity or repatriation grant during periods of special leave without pay of more than 30 days.
- ▲650.8 During special leave with full or partial pay the staff member and the Organization continue to contribute at the full rate to the United Nations Joint Staff Pension Fund, the Staff Health Insurance and the Accident and Illness Insurance.
- ▲650.9 During any special leave without pay the following conditions shall apply:
  - ▲650.9.1 cover under any insurance provided by these Staff Rules shall cease unless the staff member pays both his or her own and the Organization's contributions under the appropriate insurance plans; and
  - ▲650.9.2 no contributory service shall accrue for pension purposes unless the staff member pays both his or her own and the Organization's contributions to the United Nations Joint Staff Pension Fund.
- ▲650.10 Other conditions for special leave may be established by the Director-General.

## STAFF RULES

### Section 6

#### 660. SPECIAL LEAVE FOR MILITARY TRAINING OR SERVICE

660.1 Upon application, staff members, except those holding temporary appointments as defined in Staff Rule 420.4, may be granted leave of absence for a period of up to the full duration of the military training or service required by their government. At the staff members' option, such absence shall be charged as either leave without pay or as annual leave to the extent accrued and thereafter to leave without pay. During any period of leave without pay for this purpose, Staff Rules 650.7 and 650.9 shall apply.

660.2 If such leave of absence is expected to last for at least six months, the Organization shall, on request of the staff member, pay the travel costs for him, his spouse and dependent children, provided that such expenses are not borne by his government, and provided that any such expenses shall be charged against his next home leave entitlement.

660.3 Upon application, within 90 days after release from military service, the staff member shall return to active duty in service with the Organization in the same status he had at the time he entered military service, provided there is a post available at his level which is not occupied by a person of higher retention status. If no such post is available, the provisions of Staff Rule 1050 shall be applied to determine his status and entitlements.

#### 670. APPROVAL, REPORTING AND RECORDING OF LEAVE

The granting of leave under Staff Rules 625, 630, 640, and 650 is subject to the exigencies of service and must be approved in advance by authorized officials. The personal circumstances of the staff member shall be considered to the extent possible. It is the staff member's responsibility to ensure that all leave taken is promptly reported and recorded.

## **STAFF REGULATIONS**

### **ARTICLE VI**

#### **Social Security**

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

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

## **STAFF RULES**

### **SECTION 7**

#### **Social Security**

#### **710. UNITED NATIONS JOINT STAFF PENSION FUND**

Staff members shall be participants in the United Nations Joint Staff Pension Fund if the Regulations and Rules of the United Nations Joint Staff Pension Fund so require.

#### **720. STAFF HEALTH INSURANCE AND ACCIDENT AND ILLNESS INSURANCE**

##### **Staff Health Insurance**

- 720.1 Staff members shall participate in the Organization's Staff Health Insurance scheme, and their spouse and eligible dependants shall also be covered in accordance with rules established by the Director-General in consultation with staff representatives. Staff members shall contribute to the cost.

##### **Accident and Illness Insurance**

- 720.2 Staff members shall be insured against the risk of disability or accidental death to the extent provided for in the Organization's accident and illness insurance policy relating to them. Staff members shall contribute to the cost.

#### **730. COMPENSATION FOR ILLNESS, INJURY OR DEATH ATTRIBUTABLE TO SERVICE**

A staff member, or his surviving spouse or dependants, shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the Organization, in accordance with rules established by the Director-General.

#### **740. SICK LEAVE**

- 740.1 Staff members, except those excluded by the Director-General under the provisions of Rule 1320 who are unable to perform their duties because of illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay with the approval by WHO in the following amounts:

## STAFF RULES

### Section 7

- 740.1.1 a staff member holding an appointment of one year's duration or more may be granted up to six months' sick leave with full pay in any period of 12 consecutive months, provided that the total of all absences on account of sick leave shall not exceed nine months in any four-year period (See also Rule 650 and 750.1);
- 740.1.2 in exceptional cases the Director-General may, in addition, grant special leave under Rule 650 with half pay to such staff up to a maximum of nine months in any four-year period. During a period of special leave with half pay, the staff member and the Organization shall continue to make their contributions to the Staff Pension Fund and the Staff Health Insurance, calculated on the basis of the staff member's full salary;
- 740.1.3 a staff member who has exhausted all his entitlements to sick leave and who is not entitled to receive salary benefits under the Organization's accident and illness policy, shall first use up in full his annual leave entitlements before he can be considered for special leave without pay under Rule 650 or special leave with pay under Rule 740.1.2;
- 740.1.4 a staff member appointed for a period of less than one year, and paid on a monthly basis may be granted sick leave proportionate to the duration of the appointment.
- 740.2 Any absence of more than three consecutive working days which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner stating that the staff member is unable to perform his duties and indicating the probable duration of the work incapacity. Where the work incapacity continues beyond one month, a medical report from the treating physician is required. Not more than seven working days of uncertified absences within one calendar year shall be charged to sick leave. Part or all of this uncertified sick leave may be granted to attend to serious family-related emergencies in which case the certification requirement in respect of three consecutive working days shall not apply.
- 740.3 In any case of a staff member's claiming sick leave, he shall submit such periodic medical reports on his condition as the Staff Physician shall require and shall be examined by the Staff Physician, or by a physician designated by the Staff Physician, if the Staff Physician so decides.
- 740.4 Sick leave shall be recorded in units of days and half-days.



## STAFF RULES

### Section 7

- 740.5 A staff member on sick leave may not leave the duty station without prior approval of the Staff Physician or a physician designated by the Staff Physician.
- 740.6 The termination of a staff member's appointment shall, from the date it is effective, terminate any claim to sick leave under these Rules.
- 740.7 Upon the recommendation of the Staff Physician, the Director-General may require a staff member to absent himself on sick leave.

#### 750. SICK LEAVE UNDER INSURANCE COVER

- 750.1 Sick leave under insurance cover shall be granted to a staff member who is unable to perform his or her duties because of illness or injury and who is entitled to salary benefits under the Organization's Accident and Illness Insurance policy (see Staff Rule 720). While a staff member is on sick leave under insurance cover, the staff member and the Organization shall continue to make contributions to the United Nations Joint Staff Pension Fund, Accident and Illness Insurance, and the Staff Health Insurance.
- 750.2 During any sick leave under insurance cover under Staff Rule 750.1, the following conditions shall apply:
- 750.2.1 service credit shall continue to accrue for all purposes during sick leave under insurance cover of 30 days or less;
  - 750.2.2 service credit shall accrue for all purposes at half the ordinary rates of accrual from the start date of sick leave under insurance cover at 50 percent for more than 30 days;
  - 750.2.3 service credit for all purposes shall cease to accrue from the start date of sick leave under insurance cover of more than 30 days, except as provided in Staff Rule 750.2.2.
- 750.3 A staff member on sick leave under insurance cover may not leave the duty station without prior approval of the Staff Physician or a physician designated by the Staff Physician.

#### 755. SUBROGATION OF RIGHTS

When a staff member incurs an illness or accident for which a third party may be wholly or in part liable and for which the staff member is placed on sick leave, he shall have the right to receive his remuneration during the period of

## STAFF RULES

### Section 7

the sick leave by reason of the Organization's automatic subrogation in respect of his rights against third parties up to the amount of the remuneration which the Organization has paid.

#### 760. MATERNITY LEAVE

760.1 Staff members shall be entitled to maternity leave, subject to conditions established by the Director-General

760.2 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. 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. Maternity leave shall extend for a period of 16 weeks from the time it is granted, except that in the case of multiple births, maternity leave shall extend for a period of 20 weeks from the time it is granted. However, in no case shall maternity leave terminate less than 10 weeks after the actual date of birth. The leave is paid with full salary and allowances.

760.3 A nursing mother shall be allowed additional maternity leave of sufficient time each day to nurse her child.

760.4 Where both parents of a newborn child are staff members of the World Health Organization, any unused portion of maternity leave to which the mother could otherwise have been entitled under Rule 760.2 may be used by the other parent, under conditions established by the Director-General.

#### 763. PATERNITY LEAVE

A staff member shall be entitled to paternity leave subject to conditions established by the Director-General. Upon presentation of satisfactory evidence of the birth of the staff member's child, the staff member shall be entitled to paternity leave for a 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.

## STAFF RULES

### Section 7

#### 765. ADOPTION LEAVE

Subject to conditions established by the Director-General, and upon presentation of satisfactory evidence of the adoption of a child, a staff member shall be entitled to adoption leave for a total period of eight weeks.

#### 770. GRANT IN CASE OF DEATH

770.1 On the death of a staff member whose death does not result in any indemnity payment from the Organization's accident and illness insurance policy, a payment shall be made to:

770.1.1 the spouse or, if none,

770.1.2 the children recognized under Staff Rule 310.5.2 in equal shares.

770.2 The grant shall be made in accordance with the following schedule, computed according to Staff Rule 380.2:

Years of qualifying service	Months of salary
0-3	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

#### 780. LOSS OF PERSONAL PROPERTY

The Director-General may authorize the indemnification of a staff member for loss of personal property as a result of conditions of service, provided he has taken reasonable precautions to safeguard and insure the property and provided that claim for such indemnification shall normally be limited to items of basic living.

## **STAFF REGULATIONS**

### **ARTICLE VII**

#### **Travel and Removal Expenses**

**7.1** *Subject to conditions and definitions prescribed by the Director-General, the Organization shall pay the travel expenses of staff members and, in appropriate cases, their dependants*

*upon appointment and on subsequent change of official duty station,  
upon the taking of leave at home when authorized, and  
upon separation from the service.*

**7.2** *Subject to conditions and definitions prescribed by the Director-General, the World Health Organization shall pay removal costs for staff members*

*upon appointment and on subsequent change of official duty station and  
upon separation from the service.*

## STAFF RULES

### SECTION 8

#### Travel and Transportation

#### 810. TRAVEL OF STAFF MEMBERS

The Organization shall pay the travel expenses of staff members as follows:

- 810.1 on appointment, from the recognized place of residence to the duty station, or, at the option of the Organization, from the place of recruitment if different;
- 810.2 on change of duty station;
- 810.3 on official business;
- 810.4 on home leave;
- 810.5 on family visit, once between home leave eligibility dates (or once during an appointment of equivalent duration) as set out in Staff Rule 640.2 from the duty station to the place where the staff member's spouse and children, as defined in Staff Rule 820.1, are residing, and return to the duty station, provided that:
  - 810.5.1 the staff member has waived his entitlements to the travel of his spouse and children under Staff Rules 820 and 825, except for education grant travel under Staff Rule 820.2.5.2;
  - 810.5.2 the staff member's assignment is to continue for at least six months after his return if he is assigned to a 24-month duty station or for at least three months if he is assigned to a 12-month duty station; and
  - 810.5.3 there is a reasonable interval between family visit travel and travel on home leave (see also Staff Rule 640.6.4);
- 810.6 On separation, except as provided in Staff Rule 1010.2, from the duty station to the recognized place of residence, or to any other place.
- 810.7 The cost to the Organization for travel covered by this Staff Rule shall not in any case exceed that of travel from the duty station to the staff member's recognized place of residence.

## STAFF RULES

### Section 8

810.8 In the case of illness or injury requiring special facilities for treatment of a staff member whom the Organization has an obligation to repatriate, the Director-General may authorize return travel between the duty station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 810.4, 810.5, 810.6 and 870.

810.9 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 whom the Organization does not have an obligation to repatriate.

#### 820. TRAVEL OF SPOUSE AND CHILDREN

820.1 Family members recognized as eligible for purposes of travel at the Organization's expense are:

820.1.1 a spouse;

820.1.2 each child meeting the definition of dependency in Rule 310.5.2;

820.1.3 each such child for whom travel expenses have previously been paid by the Organization, to the extent of the final one-way passage either to join the staff member at the official station or to return to the country of the recognized place of residence within one year after ceasing to qualify as a dependant. The Organization's financial responsibility shall be limited to the cost of one-way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Staff Rule 820.2.5.2 is completed after the end of the scholastic year in which the child reaches the age of 21, this travel shall not be authorized;

820.1.4 a child entitled to the education grant under Staff Rule 310.5.2, for purposes of travel under Staff Rules 820.2.5.1, 820.2.5.2 and 820.2.5.5.

820.2 The Organization shall pay the travel expenses of a staff member's spouse and dependent children, as defined in Staff Rule 820.1, under the following circumstances:

## STAFF RULES

### Section 8

- 820.2.1 on appointment for a period of not less than one year, or upon extension of an initial appointment of less than one year resulting in an uninterrupted period of service of one year or longer, from the recognized place of residence or, at the option of the Organization, the place of recruitment, to the duty station, or from some other place, provided that the cost to the Organization does not exceed that for the travel from the recognized place of residence, and subject to the requirement that in any case the spouse is expected to remain at the duty station at least six months;
- 820.2.2 subsequent to appointment in order to join the staff member at his official station, under the same conditions as stated in 820.2.1;
- 820.2.3 on change of official station, from one station to the other, subject to the same requirement as stated in 820.2.1;
- 820.2.4 on home leave and return to the official station, if entitled under the provisions of Rule 640;
- 820.2.5 for a child for whom there is an entitlement to boarding assistance under an education grant in accordance with Staff Rule 350 and conditions established by the Director-General:
- 820.2.5.1 one-way passage from the official station or elsewhere to the place of study to enter school for the first time; where the child has been resident with the staff member at the official station, the cost to the Organization is limited to that of travel the official station to the staff member's recognized place of residence; where the child has not joined the staff member at his official station, the cost to the Organization is limited to that of travel from the staff member's recognized place of residence to the official station;
- 820.2.5.2 one round trip each scholastic year between the place of study and the official station or other place, if:
- (1) the duration of the child's visit to the parents is reasonable in relation to the amount of travel expenses borne by the Organization;

## STAFF RULES

### Section 8

- (2) the travel expenses to be borne by the Organization do not exceed the cost of round-trip travel between the official station and the staff member's recognized place of residence, or the destination of the travel, whichever is less;
- (3) the timing of the child's journey is reasonable in relation to other authorized travel of the staff member, spouse, or children;

820.2.5.3 Suppressed.

820.2.5.4 return travel on home leave between the place of study and the place to which the staff member is authorized to travel under Rule 640.5 (provided that the cost to the Organization is limited to the cost of return travel between the official station and the staff member's recognized place of residence) if:

- (1) the travel coincides with the staff member's travel on home leave;
- (2) the child is under the age of 21 years; and
- (3) the travel is reasonably timed in relation to other authorized travel under Rule 820;

820.2.5.5 the final one-way passage defined in Staff Rule 820.1.3 within one year after ceasing to qualify for education grant under Staff Rule 350.1.2, provided that such entitlement has not already been exercised under Rule 820.1.3. The Organization's financial responsibility shall be limited to the cost of one-way travel between the official station and the recognized place of residence. However, if a round trip to which the child may be entitled under Staff Rules 820.2.5.2 is completed after the child ceases to qualify for an education grant under Staff Rule 350.1.2, this travel shall not be authorized;

820.2.6 for the spouse, to visit the staff member at the official station and return, in lieu of the staff member's travel under Rule 810.5, subject to the same conditions specified therein;



## STAFF RULES

### Section 8

- 820.2.7 on separation from service, except as provided in Rule 1010.2, from the official station to the recognized place of residence, or to any other place which the staff member chooses, provided that the cost to the Organization does not exceed that for the travel to the recognized place of residence;
- 820.2.8 in case of illness or injury requiring special facilities for treatment of a family member whom the Organization has an obligation to repatriate, the Director-General may authorize return travel between the official station and the nearest place where such facilities exist. The Staff Physician advises on the location of the facilities. To the extent feasible, such travel shall subsequently be charged to entitlements becoming due under Rules 820.2.4, 820.2.5, 820.2.7, 825 and 870;
- 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;
- 820.2.10 in other appropriate cases, when, in the opinion of the Director-General, there are compelling reasons for paying such expenses.
- 820.3 The eligibility for travel of the spouse and children to any official station shall be subject to a determination by the Organization that conditions at the official station are suitable for them. If they are not, "the official station" for such travel may include any area designated by the Organization as suitable for them.
- 820.4 Entitlement of any of the children of a staff member to travel under these Rules, other than under Rule 820.2.5, shall be governed by the dependency status of that child, as defined in Rule 310.5.2, at the date of commencement of that child's travel.
- 820.5 The Organization does not assume responsibility for travel risks of the spouse and children for whom travel has been authorized.
- 820.6 If both 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.

## STAFF RULES

### Section 8

#### 825. SPECIAL EDUCATION GRANT TRAVEL

The Organization shall, in accordance with terms and conditions determined by the Director-General, pay travel expenses of dependent children in respect of whom staff members are entitled to the special education grant under Rule 355. The provisions of this Rule shall apply to professional and higher category staff not serving in the country of their recognized place of residence, and to staff referred to in Rule 1310.4 recruited outside the local area as well as outside the country of the official station. They shall not apply to other staff referred to in Rules 1310 and 1330.

#### 830. TRAVEL PER DIEM

830.1 A staff member shall be paid a travel per diem during any period of authorized travel. Per diem shall be paid for family members as defined in Rule 820.1 when they are in authorized travel status, other than travel for a child to or from school under Rule 820.2.5.

830.2 Rates of travel per diem, and the conditions under which they shall be payable to staff members and authorized family members, shall be established by the Director-General. The amount of the per diem is considered to represent an average payment in lieu of reimbursement of a portion of the actual incidental expenses occasioned by travel status.

#### 840. ROUTE AND MODE OF TRAVEL

All travel at the Organization's expense shall be by a route and mode of transportation determined by the Organization, provided that a staff member may be permitted to choose a different route or mode of transport on condition that any extra costs are at his charge, and that per diem and salary or leave computations shall be made on the basis of the route and mode of transport designated by the Organization.

#### 850. TRANSPORTATION OF PERSONAL EFFECTS

The cost of transportation of personal effects in connection with authorized travel shall be borne by the Organization within limits established by the Director-General.

## STAFF RULES

### Section 8

#### 855. RELOCATION SHIPMENT

855.1 On an assignment (see Rule 510.2), a staff member appointed or reassigned for a period of at least one year, or separated, except as provided in Staff Rule 1010.2, and whose recognized place of residence is other than and not in the area of the duty station, shall be entitled to reimbursement, within limits established by the Director-General, for the expense of moving household goods.

855.2 If both spouses are staff members of international organizations applying the common system of salaries and allowances and each is entitled to reimbursement for the expense of moving household goods, each shall have the choice of exercising the entitlement within limits established by the Director-General.

#### 860. FAILURE TO EXERCISE ENTITLEMENT

Any entitlement to repatriation travel or relocation shipment must be exercised within two years of the date of separation.

#### 870. EXPENSES ON DEATH

870.1 On the death of a staff member or his spouse or his child(ren), when the Organization had an obligation to repatriate the deceased under Rule 810.6 or 820.2.7, the Organization shall pay the expenses of preparing and transporting the remains. The maximum transportation costs borne by the Organization shall not exceed those from the last place to which the deceased person(s) travelled at the Organization's expense to the staff member's recognized place of residence.

870.2 A deceased staff member's spouse and child(ren) shall be entitled to travel and relocation shipment to any place, provided that the Organization had an obligation to repatriate them under Staff Rule 820.2.7 and that the cost to the Organization does not exceed that for travel and transportation to the deceased staff member's recognized place of residence. Entitlement to relocation shipment is determined by Staff Rule 855.1.2.

#### 880. DETAILED PROCEDURES AND LIMITATIONS

All entitlements conferred by this section shall be subject to detailed procedures and limitations to be established by the Director-General.

## **STAFF REGULATIONS**

### **ARTICLE VIII**

#### **Staff Relations**

*8.1 The Director-General shall make provision for staff participation in the discussion of policies relating to staff questions.*

## **STAFF RULES**

### **SECTION 9**

#### **Staff Relations**

#### **910. RIGHT OF ASSOCIATION**

Staff members, at any duty station or location, shall have the right to associate in a formal organization for the purpose of developing staff activities and making proposals and representations to the Organization concerning personnel policy and conditions of service. The staff members at different duty stations and locations shall have the right to form an association of all staff members for the same purposes. The staff members of the Organization may associate themselves with the staff members of other United Nations organizations in the development of joint activities and in the expression of views on matters related to international civil service.

#### **920. STAFF MEMBER REPRESENTATIVES**

In any consultations concerning personnel policy or conditions of service, the duly elected representatives of the staff members shall be recognized by the Organization as representing the views of that portion of the staff members from which they have been elected. Any proposal to change the Staff Regulations or Staff Rules of the Organization shall be referred to the duly elected representatives of the staff members for comment.

#### **930. FINANCING OF STAFF ASSOCIATION ACTIVITIES**

Staff associations shall have the right to ask their membership for voluntary financial contributions. The Organization may give financial assistance to any such association in the furtherance of activities beneficial to staff members, provided that the membership of the association also contributes substantially to such activities. The finances of any staff association receiving assistance from the Organization shall be subject to audit procedures which are acceptable to the Organization.

## STAFF REGULATIONS

### ARTICLE IX

#### Separation from Service

*9.1 Staff members may resign from the Secretariat upon giving the Director-General the notice required under the terms of their appointment.*

*9.2 The Director-General may terminate the appointment of a staff member in accordance with the terms of his appointment, or if the necessities of the service require abolition of the post or reduction of the staff, if the services of the staff member prove unsatisfactory, if he refuses, or fails to take up, a reasonable reassignment or if he is, for reasons of health, incapacitated for further service.*

*9.3 If the Director-General terminates an appointment the staff member shall be given notice and indemnity payment in accordance with the terms of his appointment.*

*9.4 The Director-General shall establish a scheme for the payment of repatriation grants.*

*9.5 Normally, staff members shall not be retained in active service beyond the age specified in the Pension Fund regulations as the age of retirement. The Director-General may, in the interests of the Organization, extend this age limit in exceptional cases.*

## STAFF RULES

### SECTION 10

#### Separation from Service

##### 1010. RESIGNATION

- ▲1010.1 Subject to the conditions stated in Staff Rule 1010.2, staff members holding continuing or fixed-term appointments may resign on giving three months' notice. Staff members holding probationary fixed-term appointments or temporary appointments of more than 60 days may resign on giving one month's notice. Temporary staff members appointed for a shorter period shall give the notice specified in their appointment. The Director-General may shorten or waive the required notice period at his discretion.
- 1010.2 A staff member holding an appointment of one year or more or an appointment of less than one year which is subsequently extended resulting in an uninterrupted period of service of one year or more, who resigns before completing a year of service forfeits all entitlement to repatriation transportation at the Organization's expense for himself, his spouse and dependent children and their possessions.
- 1010.3 A staff member assigned to a 24-month duty station who resigns within six months from the date of return from travel on home leave or from the date of qualifying for it, whichever is later, or from travel under Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expense for himself and his family members who accompanied him on such travel. If the staff member exercises his entitlement under Staff Rule 820.2.6 and resigns within six months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Organization's expense. Exceptions may be granted by the Director-General in case of resignation compelled by exceptional circumstances.
- 1010.4 A staff member assigned to a 12-month duty station who resigns within three months from the date of return from travel on home leave or from the date of qualifying for it, whichever is later, or from travel under Staff Rule 810.5, forfeits entitlement to repatriation travel at the Organization's expense for himself and his family members who accompanied him on such travel. If the staff member exercises his entitlement under Staff Rule 820.2.6 and resigns within three months from the starting date of such travel, he forfeits entitlement to his repatriation travel at the Organization's expense. Exceptions may be granted by the Director-General in case of resignation compelled by exceptional circumstances.

## STAFF RULES

### Section 10

#### 1015. SEPARATION BY MUTUAL AGREEMENT

The Director-General may terminate the appointment of a staff member who holds an appointment for one year or more if such action would be in the interest of the Organization and in accordance with the standards outlined in the Staff Regulations, provided that the action is not contested by the staff member concerned.

#### 1020. RETIREMENT

1020.1 Staff members shall retire on the last day of the month in which they reach retirement age.

1020.1.1 Staff members who became participants in the United Nations Joint Staff Pension Fund before 1 January 1990 shall retire on the last day of the month in which they reach the age of 60.

1020.1.2 Staff members who became participants in the United Nations Joint Staff Pension Fund from 1 January 1990 to 31 December 2013 inclusive shall retire on the last day of the month in which they reach the age of 62.

1020.1.3 Staff members who became participants in the United Nations Joint Staff Pension Fund on or after 1 January 2014 shall retire on the last day of the month in which they reach the age of 65.

1020.1.4 In exceptional circumstances the Director-General may, in the interests of the Organization, extend a staff member's appointment beyond retirement age, provided that such extensions shall not be granted for more than one year at a time. For those who would normally retire pursuant to Staff Rules 1020.1.1 or 1020.1.2, extensions shall not be granted beyond the staff member's sixty-fifth birthday. For those who would normally retire pursuant to Staff Rule 1020.1.3, extensions shall not be granted beyond the staff member's sixty-eighth birthday.

1020.2 A staff member whose years of service and age qualify him for receipt upon separation of an early retirement benefit under the United Nations Joint Staff Pension Fund regulations may retire before the normal retirement age, subject to the conditions stated in Rule 1010.



## STAFF RULES

### Section 10

#### 1030. TERMINATION FOR REASONS OF HEALTH

- 1030.1 When, for reasons of health and on the advice of the Staff Physician, it is determined that a staff member is incapable of performing his current duties, his appointment shall be terminated.
- 1030.2 Prior to such termination the following conditions must be fulfilled:
- 1030.2.1 the medical condition must be assessed as of long duration or likely to recur frequently;
  - 1030.2.2 reassignment possibilities for staff members holding continuing or fixed-term appointments shall be explored and an offer made if this is feasible;
  - 1030.2.3 participants in the Pension Fund shall have their pension rights determined.
- 1030.3 A staff member whose appointment is terminated under this Rule:
- 1030.3.1 shall be given three months' notice if serving on a continuing or fixed-term appointment, and one month's notice if serving on a temporary appointment;
  - 1030.3.2 may be entitled to a disability benefit in accordance with the rules of the Pension Fund;
  - 1030.3.3 may be entitled to a disability payment in accordance with the terms of the insurance coverage provided for in Rule 720.2;
  - 1030.3.4 shall receive a termination payment at the rates set out in Rule 1050.10, provided that the amount due under that Rule, together with any periodic disability benefits due in the 12 months following termination and payable by virtue of the provisions of Section 7, shall not exceed one year's terminal remuneration;
  - 1030.3.5 shall always have the option of resigning.

## STAFF RULES

### Section 10

#### 1040. COMPLETION OF APPOINTMENTS

1040.1 Fixed-term and temporary appointments carry no right to extension or conversion of the appointment. In the absence of any offer and acceptance of extension, such appointments shall end on the completion of the agreed period of service.

1040.1.1 A fixed-term staff member shall be notified of the end of the appointment no less than three months before its end date.

1040.1.2 A temporary staff member shall be notified of the end of the appointment normally no less than one month before its end date. 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 Staff Rule 420.4.

1040.2 When a fixed-term or temporary appointment is due to expire during a period of maternity leave, paternity leave or adoption leave, the appointment may be extended for a period determined, and under conditions established, by the Director-General.

#### 1045. TERMINATION OF TEMPORARY APPOINTMENTS

1045.1 In addition to the grounds for termination set out in Staff Rules 1030, 1075, and 1080, a temporary appointment may be terminated prior to its expiration date if:

1045.1.1 the function the staff member performs is discontinued, or;

1045.1.2 the staff member's performance is deemed to be unsatisfactory, or if the staff member proves unsuited to his work or to international service.

1045.2 When a temporary appointment is terminated due to discontinuation of the function, the staff member will be given at least one month's notice and will be paid a termination indemnity in accordance with the schedule set out in Staff Rule 1050.10.

1045.3 When a temporary appointment is terminated for unsatisfactory performance or because the staff member proves unsuited to his work or to international civil service, the staff member shall normally be given at least one month's notice. In addition, the staff member may, at the discretion of the Director-

## STAFF RULES

### Section 10

General, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if his appointment had been terminated under Staff Rule 1045.2.

#### 1050. ABOLITION OF POST

1050.1 Subject to Staff Rules 1050.2 and 1050.3, the fixed-term or continuing appointment of a staff member may be terminated if the post that he occupies is abolished.

1050.2 In accordance with conditions and procedures established by the Director-General, reasonable efforts shall be made to reassign staff members whose posts have been abolished or have come to an end, as follows:

1050.2.1 Staff members with a continuing appointment.

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.

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.

1050.2.4 Staff members on secondment to the Organization are not eligible to participate in the reassignment process.

1050.3 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.

1050.3.1 Staff members on secondment to the Organization are not eligible to participate in the reassignment process.

1050.4 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. The Director-General may establish priorities for reassigning staff members.

## **STAFF RULES**

### **Section 10**

- 1050.5 The reassignment process shall be coordinated by a Reassignment Committee established by the Director-General as follows:
- 1050.5.1 the process will extend to all offices if the abolished post is in the professional category or above; if the abolished post is subject to local recruitment, the reassignment process shall be limited to the locality of the abolished post;
  - 1050.5.2 staff members shall be given due preference for vacancies during the reassignment period, within the context of Staff Rule 1050.4;
  - 1050.5.3 staff members may be reassigned to vacant posts at the same grade as the post to be abolished, or one grade lower.
- 1050.6 The reassignment period will end within six months from its commencement.
- 1050.7 During the reassignment period, the staff member may be provided with training to enhance specific existing qualifications.
- 1050.8 The staff member's continuing or fixed-term appointment shall be terminated, or not extended, if the staff member is not reassigned during the reassignment period or if the staff member refuses a reassignment pursuant to Staff Rule 1050.5.3.
- 1050.9 Termination under this Rule shall require giving at least three months' notice to a staff member holding a continuing appointment or a non-probationary fixed-term appointment, and at least one month's notice to any other staff member.

## STAFF RULES

### Section 10

1050.10 Subject to Staff Rules 1050.11 and 1050.12, staff members whose appointments are terminated or not extended under this Rule shall be paid an indemnity in accordance with the following schedule and with due regard to Staff Rule 380.2:

#### INDEMNITY (TERMINAL REMUNERATION)

Years of service	Staff holding continuing appointments	Staff holding other types of appointments
Less than 1	)	)
1	)	)
2	)	)
3	)	)
4	)	)
5	5 months	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

1050.10.1 In the case of termination of appointment following the reassignment process pursuant to Staff Rule 1050.2, the indemnity shall be increased by 50 percent, unless the staff member refuses a reassignment pursuant to Staff Rule 1050.5.3.

1050.10.2 In other cases, the Director-General may decide to increase the indemnity by up to 50 percent if the conditions so warrant.

1050.11 An indemnity shall not be paid to any staff member who, upon separation from service, will receive a retirement benefit under Article 28 of the Regulations of the United Nations Joint Staff Pension Fund.

1050.12 An indemnity which exceeds the number of months remaining until a staff member will receive a retirement benefit under Article 28 of the Regulations of the United Nations Joint Staff Pension Fund shall be made *pro rata* to the first day of the month upon which a staff member will receive such a retirement benefit.

## **STAFF RULES**

### **Section 10**

#### **1060. NON-CONFIRMATION OF APPOINTMENT**

If, during an initial or extended probationary period, a staff member's performance or conduct is not satisfactory, or if he is found unsuited to international service, the appointment shall not be confirmed but terminated. The staff member shall be given one month's notice. No indemnity is payable.

#### **1070. UNSATISFACTORY PERFORMANCE OR UNSUITABILITY FOR INTERNATIONAL SERVICE**

**1070.1** A staff member's continuing or fixed-term appointment may be terminated if his performance is unsatisfactory or if he proves unsuited to his work or to international service.

**1070.2** Prior to termination action, a staff member with a continuing or fixed-term appointment shall be given a written warning and a reasonable time to improve. If there is reason to believe that the unsatisfactory performance results from assignment to duties and responsibilities beyond the capacity of the staff member, consideration shall be given to reassignment to a post more suited to his abilities.

**1070.3** A staff member with a continuing or fixed-term appointment whose appointment is terminated under this Rule shall be entitled to a notice period equivalent to that specified in Staff Rule [1050.9](#).

**1070.4** A staff member whose continuing or fixed-term appointment is terminated under this Rule may, at the discretion of the Director-General, be paid an indemnity not exceeding one-half of the amount to which he would have been entitled if terminated under Staff Rule [1050](#).

#### **1072. REFUSAL OF REASSIGNMENT**

**1072.1** If a staff member refuses, or fails to take up, a reasonable reassignment, the staff member's appointment shall be terminated with three months' notice.

**1072.2** Staff members whose appointments are terminated under Staff Rule [1072.1](#) are eligible for an indemnity pursuant to the schedule in Staff Rule [1050.10](#).

## STAFF RULES

### Section 10

#### 1075. MISCONDUCT

1075.1 A staff member may be dismissed for misconduct as defined in Staff Rule 110.8, subject to the notification of charges and reply procedure required by Staff Rule 1130. The staff member shall be given one month's notice. The Director-General may grant such staff member an indemnity not exceeding one-half of that payable under Staff Rule 1050.10. No end-of-service grant is payable.

1075.2 A staff member may be summarily dismissed for serious misconduct, if the seriousness of the misconduct warrants it, subject to the notification of charges and reply procedure required by Staff Rule 1130. Such staff member shall not be entitled to notice of termination, indemnity, repatriation grant or end-of-service grant.

#### 1080. ABANDONMENT OF POST

A staff member absent from duty without satisfactory explanation for more than 15 working days shall be considered to have abandoned his post and his appointment shall be terminated without indemnity provided that the Organization shall make every reasonable attempt to locate such a staff member prior to termination of his appointment. The terminal entitlements of a staff member who is considered to have abandoned his post shall be the same as for a staff member who has resigned (see Rule 1010).

#### 1083. NOTICE OF TERMINATION

Notice of termination under Staff Rules 1030, 1045, 1050, 1060, 1070 and 1080 may be served during periods of maternity leave, paternity leave or adoption leave. The effective date of separation shall be either the expiry date of the leave, or the end of the notice period under the relevant Rule, whichever is later.

## **STAFF RULES**

### **Section 10**

#### **1085. MEDICAL EXAMINATION ON SEPARATION**

Prior to separation, a staff member may be required to undergo a medical examination by the Staff Physician or by a physician designated by the Organization. If a staff member fails to undergo this medical examination within a reasonable time limit fixed by the Organization, then claims against the Organization arising out of illness or injury which allegedly occurred before the effective date of separation shall not be entertained; furthermore, the effective date of separation shall not be affected.

#### **1090. EFFECTIVE DATE OF TERMINATION**

Subject to Rule 1083 on notice of termination during maternity leave, paternity leave and adoption leave, the effective date of termination shall be as follows:

- 1090.1 For staff locally recruited and those to whom Rules 1010.2 and 1010.3 apply, the last day of duty;
- 1090.2 For all other staff, that day on which it is calculated that the staff member, by departing promptly after completion of his duties, is able to reach his recognized place of residence by a route and means of transport designated by the Organization.

#### **1095. CERTIFICATION OF SERVICE**

A staff member who so requests shall, on leaving the service of the Organization, be given a certificate relating to the nature of his duties and the length of his service. On written request of the staff member concerned, the certificate shall also refer to the quality of his performance and official conduct.



## **STAFF REGULATIONS**

### **ARTICLE X**

#### ***Disciplinary Measures***

*10.1 The Director-General may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may summarily dismiss a member of the staff for serious misconduct.*

## **STAFF RULES**

### **SECTION 11**

#### **Disciplinary Measures**

#### **1110. DISCIPLINARY MEASURES**

**1110.1** A staff member who fails to observe the standards of conduct as defined under [Article I](#) of the Staff Regulations and Staff Rule [110](#) shall be subject to disciplinary measures. According to the gravity of the misconduct, this may take the form of any one or a combination of the following:

- 1110.1.1** written censure, to be retained in the staff member's personal record for five years, following which it will be removed;
- 1110.1.2** fine of up to three months' net base salary;
- 1110.1.3** loss of up to three steps at grade;
- 1110.1.4** suspension with partial or no pay for up to one month;
- 1110.1.5** reduction in grade;
- 1110.1.6** dismissal;
- 1110.1.7** summary dismissal for serious misconduct.

#### **1112. MISCONDUCT RESULTING IN FINANCIAL LOSS**

A staff member whose misconduct results in a financial loss suffered by the Organization may be required to partially or fully compensate the Organization.

#### **1115. NON-DISCIPLINARY REPRIMAND**

Should a staff member's conduct not be serious enough to warrant initiating disciplinary action, or imposing a disciplinary measure, a written reprimand may be given. Such a reprimand does not constitute disciplinary measures.

## STAFF RULES

### Section 11

#### 1120. ADMINISTRATIVE LEAVE PENDING DETERMINATION OF MISCONDUCT

1120.1 In a case of alleged misconduct involving a staff member, if it is considered that the staff member's continued performance of functions is likely to prejudice the interests of the Organization, the staff member may be placed on administrative leave pending a conclusion on the allegation of misconduct. Such administrative leave may be with or, exceptionally, without pay.

1120.2 At the time of administrative leave under this Staff Rule, the staff member shall be given a written statement containing the reason for the administrative leave, his status during the administrative leave, and its probable duration. The statement may also specify the conditions under which the staff member may have access to WHO premises, equipment and documents.

1120.3 Administrative leave under this Staff Rule, with or without pay, shall not be considered a disciplinary measure. If misconduct is not established, the administrative leave shall end immediately. If the staff member is placed on administrative leave without pay and misconduct is not established, the amount withheld shall be promptly paid.

#### 1130. NOTIFICATION OF CHARGES AND REPLY

A disciplinary measure listed in Staff Rule 1110.1 may be imposed only after the staff member 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.

## **STAFF REGULATIONS**

### **ARTICLE XI**

#### **Dispute Resolution**

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

*11.2 Any dispute which cannot be resolved internally, arising between the Organization and a member of the staff regarding the fulfillment of the contract of the said member, shall be referred for final decision to the Administrative Tribunal of the International Labour Organization.*

## **STAFF RULES**

### **SECTION 12**

#### **Dispute Resolution**

##### **1205. APPLICABILITY**

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.

##### **1215. INFORMAL RESOLUTION**

- 1215.1 A staff member may use informal channels to resolve a work-related concern, including a final administrative decision, which he considers to be in non-observance of the terms of his appointment, including pertinent Staff Regulations or Staff Rules.
- 1215.2 The Director-General shall encourage and facilitate the use of informal channels to resolve work-related concerns.
- 1215.3 Staff members are encouraged to initiate or participate in informal means of resolution and to make good faith efforts to take action to address and resolve concerns as early as possible.
- 1215.4 Informal resolution of a work-related concern may be initiated at any time, including before or after the initiation of a formal resolution process.
- 1215.5 A staff member may seek the assistance of an Ombudsman, who is an independent and neutral interlocutor who provides confidential impartial assistance. A staff member may also use other available informal channels to resolve a work-related concern.
- 1215.6 Participation in informal resolution efforts shall not affect any right to pursue the work-related concern formally in accordance with the provisions of the Staff Rules.
- 1215.7 The conduct of informal resolution, including mediation, by an Ombudsman or through other informal channels, may result in the extension of time limits, including those applicable to the appeals process under Section 12 of the Staff Rules.

## STAFF RULES

### Section 12

#### 1225. ADMINISTRATIVE REVIEW

- ▲1225.1 A staff member wishing to contest formally a final administrative decision alleging non-observance of his or her terms of appointment, including pertinent Staff Regulations or Staff Rules, shall, as a first step, submit a request in writing for an administrative review of that final administrative decision. A staff member shall not request an administrative review until all the existing administrative channels have been exhausted and the administrative decision has become final. An administrative decision is to be considered as final when it has been taken by a duly authorized official and the staff member has received written notification of the decision. The Director-General shall establish which categories of final administrative decisions shall not be subject to review under this Staff Rule.
- 1225.2 If a staff member has submitted a written request relating to the terms of his appointment, the request shall be deemed to have been rejected if no definitive reply is received within:
- 1225.2.1 sixty (60) calendar days for staff assigned to headquarters and to regional offices;
  - 1225.2.2 ninety (90) calendar days for staff assigned to other duty stations.
- 1225.3 A request for administrative review must be filed no later than sixty (60) calendar days from the date on which the staff member received written notification of the contested final administrative decision or within sixty (60) calendar days of a deemed rejection under Staff Rule 1225.2.
- 1225.4 The final decision on a request for administrative review (the Administrative Review Decision) shall be communicated in writing to the staff member within sixty (60) calendar days of receipt of the complete request for administrative review. The deadline may be extended, including to allow for informal resolution.
- 1225.5 If a staff member has filed a request for administrative review, the request shall be deemed to have been rejected if no final decision is received within the sixty (60) calendar day deadline or the extended deadline referred to in Staff Rule 1225.4.
- 1225.6 A request for administrative review shall not have the effect of delaying the final administrative decision which is the subject of the review.
- 1225.7 Requests for administrative review shall be dealt with in accordance with the provisions of this Staff Rule and under conditions established by the Director-General.

## STAFF RULES

### Section 12

#### 1230. GLOBAL BOARD OF APPEAL<sup>2</sup>

- ▲1230.1 Subject to Staff Rule 1230.5, a staff member may appeal before the Global Board of Appeal (the Board) against an Administrative Review Decision or against a deemed rejection under Staff Rule 1225.5 or against a final administrative decision not subject to review under Staff Rule 1225.

##### Membership

- 1230.2 In accordance with procedures established by the Director-General, the Board shall be composed of:
- 1230.2.1 one chair and one deputy chair appointed by the Director-General in consultation with representatives of staff; and
  - 1230.2.2 an equal number of members and alternate members appointed respectively by the Director-General and elected by staff.

##### Panels

- 1230.3 Subject to Staff Rule 1230.4, an appeal shall normally be heard by a Panel of three members of the Board. Each Panel shall be composed of:
- 1230.3.1 a chair, who shall be the chair or deputy chair of the Board;
  - 1230.3.2 one member appointed to the Board by the Director-General and assigned to the Panel by its chair; and
  - 1230.3.3 one member elected to the Board by staff and assigned to the Panel by its chair.
  - 1230.3.4 In exceptional circumstances as determined by the chair and deputy chair, an appeal may be heard by a Panel of five members of the Board, including two additional members appointed by the chair under Staff Rules 1230.3.2 and 1230.3.3.
  - 1230.3.5 If the appellant was assigned to a region at the time of the appealed decision, there shall be at least one member assigned to that region on the Panel. If the appellant was assigned to headquarters, including offices administered by headquarters, at

<sup>2</sup> All pending appeals filed with either the headquarters Board of Appeal or a regional Board of Appeal shall be dealt with under the Staff Rules in effect at the time the appeal was filed, unless the staff member having filed the appeal requests, and the Organization agrees, that the Staff Rules amended with effect from the entry into force of internal justice reform policies shall apply. If a pending appeal before a regional Board of Appeal is concluded at the regional level, any appeal of the decision of the Regional Director concerned shall be filed with the Global Board of Appeal under these amended Staff Rules.

## STAFF RULES

### Section 12

the time of the appealed decision, there shall be at least one member assigned to headquarters on the Panel.

- 1230.3.6 The appellant may object to no more than one member of a three member Panel, and two members of a five member Panel, assigned to hear the appeal, under conditions established by the Director-General.

#### Board chair and deputy chair

- 1230.4 The authorities of the chair and deputy chair shall be determined by the Director-General, and shall include making recommendations to the Director-General on the receivability of an appeal.

#### Conditions of appeal

- ▲1230.5 The following provisions shall govern the conditions of appeal against an Administrative Review Decision, a deemed rejection under Staff Rule 1225.5 or against a final administrative decision not subject to review under Staff Rule 1225.
- ▲1230.5.1 A staff member wishing to appeal must file with the Board, within ninety (90) calendar days after receipt of an Administrative Review Decision, within ninety (90) calendar days of the expiration of the deadline or extended deadline referred to in Staff Rule 1225.5, or within ninety (90) calendar days after receipt of a final administrative decision that is not subject to review under Staff Rule 1225, a complete statement of appeal specifying the decision against which the appeal is made and stating the facts of the case and the pleas. The Board shall open its proceedings upon receipt of the appellant's complete statement of appeal.
- 1230.5.2 A request to suspend proceedings before the Board may be made at any time, in particular with a view to pursuing an informal resolution. The suspension may be granted by the chair of the Panel concerned. Such suspension shall normally not exceed ninety (90) calendar days.

#### Reporting and decision-making

- 1230.6 A Panel of the Board reviewing an appeal shall report its findings and recommendations to the Director-General within ninety (90) calendar days of the date of the Panel's receipt of the final written pleadings of both parties. This period may be extended by the chair of the Panel concerned in accordance with conditions established by the Director-General.



## STAFF RULES

### Section 12

- 1230.6.1 The Director-General shall make the final decision on appeals. If the appellant was assigned to a region at the time of the final administrative decision, the Director-General shall consult with the Regional Director before making a final decision.
- 1230.6.2 The Director-General shall inform the parties to the appeal and the chair of the Board of his decision within sixty (60) calendar days of the date of the receipt by him of the findings and recommendations of the Panel concerned.

#### General

- 1230.7 Secretariat services to the Board shall be provided by the Organization.
- 1230.8 The work of the Board shall be carried out in accordance with rules of procedure to be established by the Director-General.
- 1230.9 In discharging their duties, members of the Board shall act independently and respect confidentiality. Parties to an appeal and all persons involved in Board proceedings shall also respect confidentiality.

#### 1240. ADMINISTRATIVE TRIBUNAL

- 1240.1 Disputes between the Organization and a staff member which cannot be resolved internally may be referred to the Administrative Tribunal of the International Labour Organization, in accordance with the provisions of the Statute of the Tribunal.
- 1240.2 A complaint may be made to the Tribunal when the decision contested is a final decision further to Staff Rule 1230.6.1 and the person concerned has exhausted such other means of challenging it as are open to him under these Rules.

#### 1245. EFFECT OF APPEALS ON ADMINISTRATIVE DECISION

The filing of an appeal under any of the procedures described in this section shall not constitute grounds for delaying the final administrative decision against which the appeal is made.

## ***STAFF RULES***

### **Section 12**

#### **1250. AVAILABILITY OF RULES OF PROCEDURE**

Copies of the rules of procedure of the Global Board of Appeal and the Statute of the Tribunal shall be available from the Global Board of Appeal Secretariat and on the WHO intranet.

## STAFF RULES

### SECTION 13

#### Special Employment Conditions

#### 1310. STAFF IN POSTS SUBJECT TO LOCAL RECRUITMENT (see Staff Regulation 3.2)

- 1310.1 All posts at clerical, custodial and sub-professional levels shall be designated as general service category posts. The provisions of the Staff Rules shall apply to persons appointed to such posts except as specified within the Rules themselves.
- 1310.2 All posts in the general service category are subject to local recruitment and, therefore, shall be filled, as far as possible, by persons recruited in the local commuting area of each office. The recognized place of residence for such locally recruited persons, irrespective of their nationality and of the length of time they may have been in the area, shall be determined as the place where the office concerned is located.
- 1310.3 Within the limitations of Rule 1310.1 the Director-General shall establish employment conditions for staff engaged in the local area to fill such posts, including the fixing of rates of pay and allowances in terms of the best prevailing practices in the local area.
- 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 any 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.
- 1310.5 At designated official stations, a mobility incentive 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 in the United Nations common system, the criteria under which the mobility incentive and hardship allowance may be payable.

## STAFF RULES

### Section 13

- 1310.6 The 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.
- 1310.7 For posts referred to in this Rule that involve assignment of duties for which there are no comparable local conditions, the Director-General may establish such conditions of employment as he deems appropriate, subject to the limitations of Rule 1310.2.
- 1310.8 Staff in this category may be granted additional remuneration for proficiency in a second or third language useful to the Organization.
- 1310.9 Staff in this category whose service with the Organization commenced on or after 1 March 1993 may be granted one additional pensionable step for long service provided that the staff member has completed at least twenty years of fully satisfactory service and has been at the top of the grade for a minimum of five years. Satisfactory service with other United Nations organizations shall be included, if credited under Rule 480.1.4. The Director-General shall determine, on the basis of procedures agreed among the international organizations concerned, the official stations where this rule may be applicable.

#### 1320. CONFERENCE AND OTHER SHORT-TERM SERVICE STAFF

The Director-General may establish conditions of service for conference and other short-term service staff holding temporary appointments of 60 days or less without regard to the provisions of other Staff Rules, including Staff Rules 340, 640, 710, 760, 770, 820 and 825.

#### 1330. NATIONAL PROFESSIONAL OFFICERS

- 1330.1 The Director-General may appoint National Professional Officers to perform work at the professional level without regard to the provisions of other sections of the rules. All appointments in the National Professional Officer category are subject to local recruitment.
- 1330.2 With respect to Rule 1330.1 the Director-General shall establish employment conditions for staff engaged in the local area, including the fixing of rates of pay and allowances in terms of the best prevailing practices in the local area.

## **STAFF REGULATIONS**

### **ARTICLE XII**

#### **General Provisions**

*12.1 These regulations may be supplemented or amended by the Health Assembly, without prejudice to the acquired rights of staff members.*

*12.2 The Director-General shall report annually to the Health Assembly such staff rules and amendments thereto as he may make to implement these regulations, after confirmation by the Executive Board.*

*12.3 The Director-General, by virtue of the authority vested in him as the chief technical and administrative officer of the Organization, may delegate to other officers of the Organization such of his powers as he considers necessary for the effective implementation of these regulations.*

*12.4 In case of doubt as to the meaning of any of the foregoing regulations, the Director-General is authorized to rule thereon subject to confirmation of the ruling by the Executive Board at its next meeting.*

## Appendix 1 to the Staff Rules

### A. SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES: ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT (IN US DOLLARS) (EFFECTIVE 1 JANUARY 2018)<sup>a</sup>

		Step												
<i>Level</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>
<b>D-2</b>	<b>Gross</b>	<b>140 984</b>	<b>144 059</b>	<b>147 133</b>	<b>150 223</b>	<b>153 488</b>	<b>156 750</b>	<b>160 011</b>	<b>163 273</b>	<b>166 535</b>	<b>169 795</b>	–	–	–
	Net	108 189	110 341	112 493	114 647	116 802	118 955	121 107	123 260	125 413	127 565	–	–	–
<b>D-1</b>	<b>Gross</b>	<b>126 150</b>	<b>128 851</b>	<b>131 554</b>	<b>134 257</b>	<b>136 951</b>	<b>139 654</b>	<b>142 356</b>	<b>145 053</b>	<b>147 757</b>	<b>150 483</b>	<b>153 347</b>	<b>156 209</b>	<b>159 074</b>
	Net	97 805	99 696	101 588	103 480	105 366	107 258	109 149	111 037	112 930	114 819	116 709	118 598	120 489
<b>P-5</b>	<b>Gross</b>	<b>108 633</b>	<b>110 930</b>	<b>113 230</b>	<b>115 524</b>	<b>117 824</b>	<b>120 119</b>	<b>122 420</b>	<b>124 716</b>	<b>127 013</b>	<b>129 310</b>	<b>131 609</b>	<b>133 903</b>	<b>136 203</b>
	Net	85 543	87 151	88 761	90 367	91 977	93 583	95 194	96 801	98 409	100 017	101 626	103 232	104 842
<b>P-4</b>	<b>Gross</b>	<b>89 253</b>	<b>91 295</b>	<b>93 337</b>	<b>95 379</b>	<b>97 421</b>	<b>99 462</b>	<b>101 636</b>	<b>103 853</b>	<b>106 069</b>	<b>108 284</b>	<b>110 506</b>	<b>112 717</b>	<b>114 936</b>
	Net	71 332	72 884	74 436	75 988	77 540	79 091	80 645	82 197	83 748	85 299	86 854	88 402	89 955
<b>P-3</b>	<b>Gross</b>	<b>73 225</b>	<b>75 114</b>	<b>77 005</b>	<b>78 893</b>	<b>80 784</b>	<b>82 674</b>	<b>84 563</b>	<b>86 457</b>	<b>88 345</b>	<b>90 234</b>	<b>92 128</b>	<b>94 016</b>	<b>95 908</b>
	Net	59 151	60 587	62 024	63 459	64 896	66 332	67 768	69 207	70 642	72 078	73 517	74 952	76 390
<b>P-2</b>	<b>Gross</b>	<b>56 542</b>	<b>58 233</b>	<b>59 922</b>	<b>61 612</b>	<b>63 304</b>	<b>64 996</b>	<b>66 688</b>	<b>68 375</b>	<b>70 067</b>	<b>71 757</b>	<b>73 446</b>	<b>75 139</b>	<b>76 828</b>
	Net	46 472	47 757	49 041	50 325	51 611	52 897	54 183	55 465	56 751	58 035	59 319	60 606	61 889
<b>P-1</b>	<b>Gross</b>	<b>43 792</b>	<b>45 106</b>	<b>46 419</b>	<b>47 734</b>	<b>49 046</b>	<b>50 395</b>	<b>51 829</b>	<b>53 264</b>	<b>54 699</b>	<b>56 134</b>	<b>57 568</b>	<b>59 001</b>	<b>60 437</b>
	Net	36 347	37 438	38 528	39 619	40 708	41 800	42 890	43 981	45 071	46 162	47 252	48 341	49 432

<sup>a</sup> The normal qualifying period for in-grade movement between consecutive steps is one year. The shaded steps in each grade require two years of qualifying service at the preceding step.

**B. PAY PROTECTION POINTS FOR STAFF WHOSE  
SALARIES ARE HIGHER THAN THE MAXIMUM SALARIES ON THE  
UNIFIED SALARY SCALE (EFFECTIVE 1 JANUARY 2018)**

(United States dollars)

<i>Level</i>		<i>Pay protection point 1</i>	<i>Pay protection point 2</i>
<b>P-4</b>	<b>Gross</b>	<b>117 154</b>	<b>119 373</b>
	Net	91 508	93 061
<b>P-3</b>	<b>Gross</b>	<b>97 796</b>	<b>99 686</b>
	Net	77 825	79 261
<b>P-2</b>	<b>Gross</b>	<b>78 520</b>	—
	Net	63 175	—
<b>P-1</b>	<b>Gross</b>	<b>61 871</b>	—
	Net	50 522	—

## Appendix 2 to the Staff Rules

### EDUCATION GRANT

#### EDUCATION GRANT SCALE, ADJUSTED ON THE BASIS OF 2014/15 TUITION FEES

(effective school year in progress 1 January 2018)

<b>Claim amount bracket</b> (United States dollars)	<b>Reimbursement rate</b> (percentage)
0 – 11 600	86
11 601 – 17 400	81
17 401 – 23 200	76
23 201 – 29 000	71
29 001 – 34 800	66
34 801 – 40 600	61
40 601 and above	–