



# HR Information Sheet

## UMOJA USERS

### AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulation 4.5
- Staff Rule 4.12 – Temporary appointment
- Staff Rule 4.13 – Fixed-term appointment
- ST/AI/2013/1 – Administration of fixed-term appointments
- ST/AI/2010/4/Rev.1 – Administration of temporary appointments

### Appointment renewal and extension

For Staff



Who

Staff members who hold fixed-term or temporary appointments may have their appointments renewed or extended.



What

#### Appointment renewal

A staff member's appointment with the organization is renewed depending on the Organization's requirements and therefore it carries no expectation of renewal or conversion regardless of the type of appointment or the length of service.

After an initial fixed-term appointment, a staff member's appointment may be renewed for any period up to a maximum period of two years at a time. A fixed-term appointment may be renewed for any period up to five years at a time in accordance with the Organization's requirements and provided the staff member:

- Served a minimum of five years of continuous service under a fixed-term appointment;
- Holds a fixed-term appointment and the selection went through a competitive process that included approval by a Secretariat review body;
- Acquired performance ratings of "meets expectations" or equivalent in performance appraisal reports for the last five years;
- Did not go on special leave without pay for more than six cumulative months within the last five years;
- Did not separate from the organization and receive payment of termination indemnity, repatriation grant or have opted to receive payment (commutation) of accrued annual leave within the last five years.

The number of times a fixed-term appointment may be renewed is not limited, and remains subject to the needs of the Organization.

A temporary appointment may be renewed any number of times for any duration, up to a period of 364 calendar days, depending on Organizational requirements. The period of 364 calendar days starts on the first date of service under the initial temporary appointment.

### LINKS & SUPPORT



HR Handbook



Online Support



Contact your HR Partner

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## Appointment extension

Under certain conditions, an appointment may be extended for the purpose of utilizing entitlements such as maternity or paternity leave, or exceptionally to extend a probationary period for staff recruited through a competitive examination.



Why

An appointment may be renewed when a staff member's performance is satisfactory, and the staff member's experience and skills are needed by the organization to address surge or seasonal work requirements and/or to work on special project, regular or continuing activities.



When

Staff members may have their appointments renewed when a manager has determined that their immediate staffing needs will continue beyond the end date of a staff member's current appointment. In such cases, a manager consults the staff member prior to the expiration date of his/her appointment, to discuss the potential renewal and duration of appointment.

A proposed renewal does not obligate the staff member to accept continued employment, nor does it create any obligation on behalf of the Organization if the staff member does not accept continued employment on a timely basis.

Where\*

\*as applicable



Offline



Once a need for your contract renewal has been identified and agreed, your manager will make the request to the HR partner offline. If approved, the HR partner will process the contract renewal personnel action in Umoja.

If you will be agreeing to the extension/renewal of your appointment, you will need to meet with the HR Partner to sign an original copy of the Letter of Appointment (LOA).

1.  
2.  
3.

How\*

\*To be confirmed against the deployment of Umoja

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), contract renewal is processed in Umoja as follows:

1. Your HR partner will contact your manager ahead of your contract expiration to ask for a recommendation on your renewal.
2. Your manager will check the availability of funds for the position, evaluate your performance and make a recommendation to the HR partner.
3. If your contract renewal is approved, the HR partner will process the renewal personnel action (PA) form in Umoja. An authorized official will sign the LOA and you will countersign to confirm your concurrence.
4. If the contract renewal is not approved, your HR partner will contact you to separate you from the Organization.

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