ADMINISTRATIVE INSTRUCTION

To:       Members of the staff

From:    The Assistant Secretary-General for Human Resources Management

Subject: IMPLEMENTATION OF CHANGES TO SALARY POLICY IN PROMOTIONS*

1. As announced in paragraph 24 (d) of ST/IC/1990/11 of 2 February 1990, the
   General Assembly in its resolution 44/198 of 21 December 1989 endorsed a
   recommendation by the International Civil Service Commission, as part of a
   comprehensive review of the conditions of service of the Professional and higher
   categories, that promotion policies be modified to ensure that upon promotion a
   staff member is placed at a step in the higher level representing no less than the
   value of two steps at the lower level. The organizations of the United Nations
   common system at their seventy-second session reviewed various aspects of this
   recommendation and agreed on related changes to the present provisions governing
   salary policy in promotions. It was also decided by the Secretary-General to apply
   the new policy to all categories of staff. The purpose of this instruction is to
   implement the above-mentioned recommendation of the Commission, the agreements of
   the organizations participating in the United Nations common system and the
   decision of the Secretary-General.

2. Effective 1 July 1990 the provisions in paragraphs 3 and 4 below shall govern
   salary policy in promotions. Suitable amendments will be made in due course to
   staff rule 103.9 on salary policy in promotions.

3. (a) On promotion, a staff member shall be placed at the lowest step in the
   level to which he or she has been promoted, which provides an increase in net base
   salary equal to at least the amount which would have resulted from the granting of
   two steps at the lower level.

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(b) If promotion is effective on the month in which an increment at the lower level is due, such increment will be included in the salary at the lower level, to which two steps will then be added to determine the staff member's salary on promotion in accordance with paragraph (a) above.

(c) The date of the first salary increment at the higher level shall be the anniversary date of promotion except that:

(i) In the case of those increments which require two years of satisfactory service, the first increment at the higher level will become due two years from the date of promotion, and

(ii) In the case of accelerated increments, the first increment at the higher level will become due 10 or 20 months from the date of promotion, as appropriate.

4. On promotion from the General Service and related categories to the Professional category, and in order to determine, in accordance with paragraph 3 (a) above, the step within the level to which the staff member is promoted, the following emoluments shall also be taken into account:

(i) The net amount of any pensionable allowance which the staff member received at the lower level, and

(ii) The post adjustment which, at the duty station where the staff member was serving prior to promotion, corresponds to the net base salary at the single rate for the level and step in the Professional category to which the staff member is promoted.

5. The salary policy in promotions from the Field Service category to the Professional category is governed by provisions in administrative instruction ST/AI/360. Appropriate amendments will be made to these provisions to reflect the provisions of paragraph 3 above.

6. Annexes I and II set out the procedures for calculation of the step to be awarded to the staff member in the salary level to which he or she has been promoted. The procedure in annex I applies to promotion within a category; the procedure in annex II applies to promotion from the General Service and related categories to the Professional category.
ANNEX I

COMPUTATION SHEET FOR SALARY ON PROMOTION WITHIN A CATEGORY

USE SALARY SCALE IN FORCE ON EFFECTIVE DATE OF PROMOTION

1. Name: ____________________________________________

2. Effective date of promotion: ____________________________

3. Staff member's net base salary at level prior to promotion:
   Level _____ step _____ $ ..............

4. Increment-within-level due on month of effective date of promotion:
   Yes _____ No _____
   If Yes, to level _____ step _____ $ ..............

5. Salary after calculation of two additional steps above salary in item 3 or 4, as appropriate:
   $ .............. 1/

6. Salary on promotion to level _____ step _____ $ .............. 2/

7. Accelerated salary increment (10 months)
   Yes _____ No _____
   Next increment due; date: ________________

1/ If at last step of level, add value of difference between last step and previous step and multiply by two.

2/ Lowest step at promotion level at least equal to salary to be received as indicated in item 5.
ANNEX II

COMPUTATION SHEET FOR SALARY ON PROMOTION

From the General Service to the Professional Category

USE SALARY SCALES IN FORCE ON EFFECTIVE DATE OF PROMOTION

ALL FIGURES SHOULD BE EXPRESSED IN ANNUAL AMOUNTS

1. Name: ____________________________

2. Effective date of promotion: ____________________________

3. Net base salary at lower grade: Level ___ step ___ $ ... . . . . . . . . . . . .

4. Salary under item 3, plus two additional steps at present GS level:
   Level ___ step ___ 1/ $ ... , or
   If at last step of level, add, to salary under item 3, difference between last step and previous step and multiply by two: $ _________

5. Pensionable allowances:
   (a) Non-resident allowance: $ ________
   (b) Language allowance: $ ________
   (c) Other (specify): $ ________

6. Total (items 4 and 5) $ ________

7. Promotion to the Professional category:
   Adjustment to General Service remuneration in item 6:
   Post adjustment classification for duty station: 2/ ______
   _______ item 6 x 100 _______ post adjustment factor: ___ 3/ $ ________

1/ If increment is due on month on which promotion becomes effective, the step at the lower level should be that corresponding to the increment.

2/ The duty station is the one where the staff member was serving prior to promotion.

3/ Post adjustment factor equals post adjustment multiplier for duty station plus 100.

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/...
8. Promotion level in Professional category: 4/
   Level: _______

9. Step in level indicated in item 8 above 5/
   Step: _____ Salary: $ .........

10. To verify result in item 9 above, add:
    Salary in item 9: $ ............
    plus
    Corresponding post adjustment: 6/
    $ ............
    $ ............
    Total $ ............
The total above should at least equal amount in item 6.

11. Staff member has dependent spouse or child  Yes ____ No ____
    If YES, salary at level and step in items 8 and 9 shall be
    paid at dependency rate $ ............

12. Accelerated increment (10 months)  Yes ____ No ____
    Next increment due; date: ______________

13. Comparison of dependency benefits

    If the staff member was in receipt of any dependency allowance in the General
    Service category, proceed as follows to make a comparison of dependency
    entitlements:

    (i) As General Service

       (a) Spouse allowance $ ............
       (b) Children's allowance $ ............
       (c) Secondary dependant allowance $ ............

       Total $ ............

   4/  See corresponding administrative instruction on competitive examinations
       from the General Service to the Professional category.

   5/  Lowest step at promotion level at least equal to amount in item 6.

   6/  Amount resulting from applying multiplier of duty station where staff
       member was serving prior to promotion to 1 per cent of salary in item 9.
(ii) A As Professional

(a) Spouse or first child:

Difference between net base salary plus post adjustment at dependency and single rates at level and step in item 8:

$ ............ (dependency rate)
minus
$ ............ (single rate)

$ ............

(b) Children's allowance $ ............

(c) Secondary dependant allowance $ ............

Total $ ............

(iii) If total of (i) is greater than total of (ii), Payroll should be notified and a difference in terms of a personal transitional allowance for $ ............ should be paid until total of (ii) reaches total of (i).