HUMAN RESOURCES MANAGEMENT SECTION
The paramount consideration in the employment of staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of **EFFICIENCY, COMPETENCE and INTEGRITY**.

*Article 101 of the Charter of the United Nations*
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1. The contents of this brochure are for information only. In case of conflict, the relevant rules and regulations will prevail.
2. Please note that the UN Charter, all Staff Rules and Regulations, Administrative Instructions, Information Circulars, Secretary-General’s Bulletin can be accessed on the Intranet under “Desk-to-Desk Information”.

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**ODCCP**

**UNO**

**UNOV**

**ODCCP**
**WELCOME TO UNOV/ ODCCP**

- We hope your assignment with us will be rewarding!!!
- To facilitate your assignment you will find below some helpful explanations.

**SALARY INFORMATION**

The salary information received reflects your salary both in gross and net terms.

**WHAT IS STAFF ASSESSMENT?**

Staff assessment in terms of deductions from your earnings, is comparable to a national income tax. In order to avoid inequalities between different nationalities, all UN salaries are exempt from income taxation except for a few countries, including the USA (in such cases a tax reimbursement procedure is applicable); instead, a uniform amount (i.e. staff assessment) is levied by the United Nations. Only the remaining net amount is what is paid to the staff member. For detailed information please refer to Staff Rule 103.17.

**MEDICAL CLEARANCE**

All appointments are subject to medical clearance by the Joint UN Medical Service.

**ENTRANCE ON DUTY DATE**

On the first day you report for work, please contact your Personnel Assistant to set an appointment. Without this appointment it will be impossible to regularize you on the Payroll.

**COMPLETION OF FORMS**

Why do you need to carefully complete forms given to you by your Personnel Assistant?

- To correctly establish your entitlements. Please note that failure to provide correct and complete information may result in delays in payment or even loss of entitlements. Disciplinary action.
- To set you up on the payroll.
- To make sure you and your family have medical/dental insurance coverage.
- To enable UNOV to know whom to contact in case of an emergency.
To enable you to be identified by an index number. In the UN system, every staff member has an index number. It is therefore important that your documents correctly state this number.

NAMES ON THE FORMS

Consistency of last, first and middle names

All forms and documents must reflect your name as indicated in your national passport or birth certificate and the sequence of last name, first name and middle name must be consistently applied.

PERSONNEL INDUCTION QUESTIONNAIRE

DATE OF APPOINTMENT: This is the effective date of your appointment, which is established as the day on which you report for duty (specified on your Letter of Appointment). If you are required to travel, the effective day of your appointment will be the day you commence travel.

PERMANENT ADDRESS: This refers to your address in your country of nationality.

MARITAL STATUS: If married or divorced, copy of either your marriage certificate or divorce decree is required. If married, a copy of your spouse's birth certificate is also required.

WHAT IS A DEPENDENCY ALLOWANCE?

This is an allowance paid in respect of a spouse whose earnings do not exceed the amount established by the Secretary General. This amount represents the G-2, Step I, of the gross rate of salary.

It is also an allowance paid in respect of dependent children under age 18 as well as children from age 18 to 21 if in full-time school attendance.

The dependency allowance is reduced (or eliminated) if a child is in receipt of a government grant.

When both husband and wife are staff members (within UN system) the spouse having the higher salary level claims the dependency allowance.

In order to establish the entitlement to a dependency allowance for a child, the following documents must be submitted with the UNOV/ PS.5/ Rev.2 form:

- A copy of the birth certificate.
- For children between the ages of 18 and 21, a certificate from the school attesting to full-time school attendance is required. If the child has finished high school, a copy of the school certificate/diploma is also required.
- For adopted/step children, the same documentation as above should be provided. In addition, a staff member with an adopted child must also provide a copy of the adoption certificate. A staff member with stepchildren must also provide his/her spouse’s divorce decree in order to verify custody and establish dependency entitlements.
For disabled children, a medical report from the attending physician is required in order to establish the entitlement to a higher dependency allowance (i.e. twice the normal dependency allowance).

WHO IS A SECONDARY DEPENDANT?

A secondary dependant is a father, mother, or a brother or sister if within the same age range as for dependent children, for whom a staff member provides half or more of the total financial support and at least twice the amount of the secondary dependant allowance.

Which staff members are eligible for this allowance?

- Only internationally recruited staff members at the professional or higher level with no dependent spouse.
- Supporting documents are required (i.e. birth certificates of secondary dependant, certified copy of an identification card or relevant passport pages, proof of support (cancelled cheques, bank transfer receipts)) and a notarized statement from the secondary dependant.

WHAT IS LANGUAGE ALLOWANCE?

- A language allowance is payable for demonstrated proficiency in at least two of the official UN languages (Arabic, Chinese, English, French, Spanish and Russian) for staff in the General Service category.
- For staff in the Professional category salary increments are granted every 10 months rather than once per year.
- Proficiency must normally be demonstrated by passing the UN language proficiency examination.
- You can contact the Staff Development and Training Unit for detailed information about language classes at extension 4147.

RETRORACTIVITY OF PAYMENTS

Please ensure familiarization with Staff Rule 103.15 concerning the time limits for the retroactivity of payments, which is within one year following the date on which the staff member would have been entitled to the initial payment. In case of cancellation or modification of the Staff Rule governing eligibility, 3 months.

WHAT IS A DESIGNATION OF BENEFICIARY FORM?

- This form relates to person(s) designated as your beneficiary(ies) in the event of death.
- Payment to the beneficiary(ies) comprise outstanding salary, allowances and
WHAT IS A RESIDUAL SETTLEMENT AS INDICATED ON THE UN JOINT STAFF PENSION FUND DESIGNATION FORM?

- A residual settlement is payable in the event of your death in service or while receiving a disability, retirement, early retirement, or deferred retirement benefit, or during the period of deferment or a deferred benefit, provided there is no surviving spouse, child or secondary dependant entitled to a benefit.
- The residual settlement will be paid to any person, persons, or institutions designated by you on this form.
- It is in your interest to ensure there is an updated “Designation of Recipient of a Residual Settlement” form on file with the Social Security Office.

WHAT LIFE INSURANCE IS PROVIDED?

A group life insurance plan is available for staff with AETNA Life Insurance Co, the details of which are provided in Information Circular ST/ IC/ 2000/ 96. The insurance is payable upon death or permanent disability of the staff member.

Who is eligible?

- Only staff members with fixed-term contracts of at least 6 months and holders of permanent appointments.
- Life insurance coverage is not provided for dependents.

HEALTH INSURANCE

UN GROUP MEDICAL INSURANCE—J. VAN BREDA & CO.

Who is eligible?

- Staff members holding a short-term, fixed-term or permanent appointment.
- The coverage extends to spouse and all unmarried dependant children under 25.
- Registration for the staff member and dependants is done through the Social Security Office, HRM S/ DACS, E1072, X4213.
- Application must be submitted within 30 of entry on duty (EOD).
- Later enrolment is subject to completion of a “Declaration of State of Health” accompanied by a health certificate issued by a certified physician satisfactory to the insurance company.
AUSTRIAN SICKNESS INSURANCE (WIENER GEBIETSKRANKENKASSE—GKK)

Who is eligible?

♦ Staff members holding a short-term, fixed-term or permanent appointment.
♦ The coverage extends to spouse and children who are regarded as dependants if they are not gainfully employed in Austria with mandatory GKK coverage of their own.
♦ Registration for the staff member is done through the Social Security Office, HRMS/DACS, E1072, X4213 and for the dependants either at their nearest district office of GKK or at the main office.
♦ Children are regarded as dependants until they reach 18 years of age and thereafter by providing evidence of their status as full-time students.
♦ Staff members are entitled to enroll in GKK during the first 90 days of their appointment.
♦ Participation must continue throughout the period of the staff member’s employment with the United Nations Office at Vienna.

EDUCATION GRANT

Subject to conditions established by the Secretary-General, a staff member shall be entitled to an education grant in respect of each dependant child, provided:

♦ The staff member is regarded as an international recruit under rule 104.7 and resides and serves at a duty station which is outside his or her home country;
♦ The child is in full-time attendance at a school, university or similar educational institution; and
♦ The appointment or assignment of the staff member is for a minimum of six months or, if initially for a period of less than six months, is extended so that total continuous service is at least six months.

Please refer to Staff Rule 103.20 and ST/Al/1999/4.

SPECIAL EDUCATION GRANT

♦ A Special Education Grant is granted to staff members both locally and internationally recruited with a disabled child.
♦ An updated medical report from the child’s treating physician is required to enable the UN Medical Director to determine this entitlement.

ASSIGNMENT GRANT

♦ The assignment grant is granted to provide staff members with a reasonable cash amount for relocation on initial appointment, assignment or transfer to a duty station. It is the total compensation payable by the Organization for costs incurred by a staff member and his/her family as a result of their relocation.
Who is eligible?

- Staff in the Professional and higher categories, Field Service staff, internationally recruited General Service staff appointed under the 100 series of the Staff Rules and project personnel appointed under the 200 series of the Staff Rules.

Please refer to ST/ AI/ 2000/ 17.

PAYMENT OF SALARY AND INITIAL APPOINTMENT ADVANCE

- If the Entry on Duty Date is too close to the cut off date of the payroll to be able to include the staff member in the payroll for the following month, a salary advance will be authorized.
- Salaries are paid at the end of each month (except for short-term staff members who are paid at the beginning of the following month).
- Once you are regularized on Payroll, you will receive, on a monthly basis, a “Statement of Earnings and Deductions”. This statement gives a breakdown of your monthly salary and allowances as well as deductions for Pension Fund, medical/ life insurance premiums, etc. It is advised that you maintain all of the Statements of Earnings and Deductions for your personal records.

UNITED NATIONS JOINT STAFF PENSION FUND

- All staff members with contracts of six months or longer or who complete 6 months of shorter appointments without an interruption of longer than 30 days, automatically become participants in the United Nations Joint Pension Fund, provided that the participation is not excluded in the Letter of Appointment. The Fund provides withdrawal and retirement benefits, protection in the case of disability, and benefits to surviving family members in the case of a staff member’s death.
- The staff member’s contribution is at the rate of 7.9 per cent of the current pensionable remuneration. UN’s contribution is twice the rate applicable to staff.

WHAT IS PENSIONABLE REMUNERATION?

Pensionable remuneration is an amount related to your grade and step which is used as the basis to calculate both the contributions due to the Pension Fund and the amount of the benefit you will ultimately receive.

WHAT IS APPENDIX D?

Appendix D to the Staff Rules governs compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations.
ANNUAL LEAVE

All staff members while in full pay status accrue annual leave at the rate of 30 working days per year (two and a half days a month).

SICK LEAVE

Uncertified Sick Leave
- All staff members can have uncertified sick leave up to seven working days per calendar year. Please note that sick leave of more than three consecutive days must be supported by an appropriate medical certificate.
- An appropriate medical certificate must support sick leave of more than five consecutive working days in any 7 days period while on annual leave.
- Staff members governed by the 100 series of Staff Rules may also use all or part of the uncertified sick leave to attend to family-related emergencies, or for paternity leave in case of birth or adoption.

Certified Sick Leave
- After the 7 days of uncertified sick leave have been used, all further sick leave must be certified on the basis of a medical report.
- The total amount of sick leave available to staff is determined in Staff Rule 106.2

MATERNITY LEAVE

- The duration of maternity leave is sixteen weeks, normally commencing six weeks before the anticipated date of birth.
- Maternity leave is with full pay for the entire duration of absence.
- Where both husband and wife are staff members, an unused portion of the maternity leave to which the mother is entitled may be used as paternity leave by the father of the child. Alternatively, paternity leave may be charged to the father’s annual leave entitlement.
- There is no qualifying period of service for this entitlement.
- During maternity leave, a staff member shall normally not be granted sick leave except cases where serious complications arise.

POST ADJUSTMENT

In order to preserve equivalent standards of living at different offices, salaries of internationally recruited staff members may be adjusted by the application of non-pensionable post adjustment based on relative costs of living, standards of living and related factors at the office concerned as compared with New York. Such post adjustments are not subject to staff assessment. The current rates for Vienna can be found on the Intranet on the Budget and Finance homepage.
RENTAL SUBSIDY

- A subsidy may be paid when a staff member's rent exceeds a so-called threshold rental. At field duty stations the subsidy is 80 per cent of the excess of the staff member's actual rent over the rental threshold, in most cases up to a certain limit. The rental thresholds applicable at each duty station are approved and promulgated by the Chairman of International Civil Service Commission (ICSC). At headquarters duty stations, the subsidy starts at 80 per cent of the difference for the first four years, and is reduced to 60 per cent, 40 per cent and 20 per cent, respectively, for the next three years, after which it is discontinued. Normally, subsidies do not exceed 40 per cent of the rent; however, in a few field duty stations where commercial rents are excessively high, this limit may be waived.

- Rental subsidy applications are reviewed to ensure that the accommodation is of a reasonable standard in relation to established criteria. If the dwelling is larger or of a better quality than the norm for the duty station, the subsidy is calculated using that norm.

TRAVEL

If you are an internationally recruited staff member, the United Nations will pay the cost of your travel as follows:

- From your place of recruitment or transfer to your duty station for yourself, and if eligible for your spouse and dependent children.
- From your duty station to your home country and return for approved home leave for you, your spouse and dependent children.

Notifying an Office of Your Arrival

After travel arrangements have been made, you should contact your Recruitment Assistant with the following information:

- Your departure date from the country of origin
- Name of the airline and flight number you will arrive with
- Date and time of arrival
- Details of any family members accompanying you, including names and ages
- Hotel requirements, if needed

Air Transportation

- Air transportation by the most direct and economical route is the normal mode for official travel. Staff members traveling on official business are normally provided accommodation in the class immediately below first class when the dura-
tion of a journey exceeds nine hours. For journeys under nine hours duration, staff members must travel at the least costly airfare regularly available. A higher class may be approved only exceptionally, such as for duly certified medical reasons. For home leave and travel in connection with education, all travel must be at the least costly airfare regularly available.

- When making your reservation, you should inform the booking agent about any special requirements.
- You are granted a specific amount of travel time, based on the most direct and economical route, regardless of whether you alter the route for the sake of personal convenience.
- Staff members traveling by air are entitled to rest periods before commencing duties, or stopovers for rest purposes:
  - If the scheduled time of the journey is from 6 to 10 hours, 12 hours rest are granted before starting to work upon arrival.
  - If the scheduled time for the journey is more than 10 hours up to 16 hours, 24 hours rest are granted before starting to work upon arrival. Alternatively, a stopover for up to 24 hours can be approved at an intermediate point along the way to the final destination. If the final stage of the journey is longer than 6 hours, a rest of 12 hours may be granted before commencement of duties.
  - If the scheduled time for the journey is more than 16 hours, 2 stopovers for rest purposes may be granted, each up to 24 hours, at intermediate points along the way to the final destination. Alternatively, one stopover and a rest period of another 24 hours at the final destination before beginning work.
  - In calculating the scheduled time for a journey, a maximum of 4 hours is allowed for the waiting period between connecting flights.

The amount of time granted for stopovers is somewhat different when traveling on home leave or for family visits. Detailed information can be obtained from the Personnel Assistant.

Optional Payment for Travel on Home Leave, Education Grant, and Family Leave Travel

- If you are entitled to travel on home leave, or if you or your family members are entitled to travel in connection with education grant or family leave, you may decide to take a lump-sum payment and make all travel arrangements yourself. This option may be attractive to you if you can purchase tickets at special discount rates sometimes available at certain duty stations.
- If you decide to take the lump-sum and to make your own travel arrangements for home leave, UN will give you an amount equal to 75 percent of the cost for the full economy fare by the least costly regularly scheduled air carrier between your duty station and the closest airport to your destination. For children entitled to a reduced-fare ticket, the lump-sum will be for 75 percent of the reduced-fare. By electing the lump-sum option, all entitlements related to terminal expenses,
rest stopovers, insurance coverage, excess and unaccompanied baggage are waived. The UN will issue you a normal Travel Authorization, however, and will help you if visas are needed.

- Once the decision has been taken in favor of the lump-sum option, it cannot be reverted to normal travel entitlements.
- If you decide to take advantage of this option, you must let the Personnel Assistant know at least two months in advance.

**Excess Accompanied Baggage**

- When traveling by air economy class, staff members and their families are entitled to **10 Kgs. of accompanied excess baggage per traveler**. On any flights for which baggage allowance is calculated by the airlines on the basis of pieces and size of baggage, staff members authorized to travel by air economy class are entitled to a maximum of two checked bags, neither of which may exceed 62 inches or 158 cm. In the sum of the linear measurements (length, height and width).
- You may request an advance or you may pay for excess baggage charges yourself, obtain receipts, and claim reimbursement on your Travel Claim. You must make this request no later than **two weeks** after completing your journey.

**SHIPMENT OF PERSONAL EFFECTS**

**Surface Shipment**

- On initial travel to your duty station, the United Nations will pay the expenses to transport your personal and household effects by the most economical means—usually by surface—from place of recruitment or transfer to the duty station as follows:
  - 1,000 kilos (2,200 lbs. Or 220 cubic feet) for the staff member
  - 500 kilos (1,100 lbs. Or 110 cubic feet) for the first eligible family member
  - 300 kilos (660 lbs. Or 66 cubic feet) for each additional family member authorized to travel at the expense of the United Nations

- All above shipments are based on net weight including packing materials but excluding the weight or volume of crating.

**Conversion to Air Shipment**

- You may be authorized to send your entire unaccompanied shipment by air freight if your duty station is in a landlocked country, or if shipping delays are in excess of four months. You may also use air freight if the cost is less than equal to shipping by surface.
- For unaccompanied shipments to field duty stations where full conversion to air
shipment has not been authorized, you may convert up to ten percent of the total surface entitlement to air freight with full one-to-one conversion. Your remaining surface entitlement (90 percent) may be converted fully or partially to air freight at a two-to-one ratio. This does not apply for shipments to cities where any UN agency has a Headquarters.

Split Shipment

Normally, shipment is made in one consignment from your place of transfer or recruitment to the duty station. However, if you request, the UN may authorize shipment in two consignments from two places provided the cost, excluding weight or volume of crating, does not exceed the normal shipment.

REMOVAL OF PERSONAL EFFECTS AND HOUSEHOLD GOODS (STAFF RULE 107.27)

♦ On initial appointment to a headquarters duty station for a period of two years or longer, or on change of duty station to a headquarters duty station where you are expected to serve for a period of two years or longer, you are entitled to full removal of personal effects and household goods. To encourage operationally required mobility between duty stations however, you may opt to have a limited unaccompanied shipment and a “non-removal” payment (an element of the mobility and hardship allowance) as compensation for the non-removal of your personal effects and household goods. You can chose between the following two options:

a. Removal of household goods as follows: 4,890 kgs or 30.58 cubic meters including weight or volume of packing but excluding crating and lift vans for yourself, or 8,150 kgs or 50.97 cubic meters if your spouse or dependent children join you at the duty station. If you choose the removal entitlement, you may avail yourself of the possibility of an advance surface shipment of 450 kgs or 2.80 cubic meters for yourself, 300 kgs or 1.87 cubic meters for the first family member, and 150 kgs or 0.93 cubic meters for each additional family member; the weight of which will be deducted from the overall entitlement to removal. Advance shipment may be converted to airfreight on the basis of one half of the weight or volume of the authorized surface entitlement when surface shipment is the most economical means of transport.

b. Payment of the non-removal element of the mobility and hardship allowance (limited to a period of five years at one duty station). In such case you will be entitled to limited shipment of household and personal effects in lieu of the full removal entitlement as follows: 1,000 kgs surface or 6.23 cubic meters including weight or volume of packing but excluding crating and lift vans for yourself, 500 kgs or 3.11 cubic meters for the first
eligible family member and 300 kgs or 1.87 cubic meters for each additional eligible family member. When surface transportation is the most economical means of transport, conversion to air shipment may be authorized on the basis of one half the weight or volume of the authorized surface entitlement. In addition, the lump sum portion of the assignment grant (equivalent to one month’s net base salary plus post adjustment) is payable.

Both removal shipments (a.) and unaccompanied shipments (b.) shall normally be made in one consignment. However, shipment from two different places may be requested and exceptionally authorized subject to certain conditions.

Request for split shipment: Shipments must be by surface when this is the most economical means of transport and the combined weight or volume of the 2 shipments should not exceed the total entitlement. The total cost of the two shipments may not exceed the cost of shipping separately, the actual weights or volumes of the 2 consignments between the single places of departure and destination. Requests for split shipments shall normally be made before departure and not later than two months after arrival at the initial or new duty station. Where the assignment is for two years or more, the request for split shipment may be made within six months of arrival at the duty station.

For Field Duty Stations (A-E) for those who opt for the non-removal element, the entitlements are as follows:

?  for assignment of 1 year or more, but less than 3 years: 1 month’s lump sum equivalent to net base salary plus post adjustment at the staff member’s grade, step and rate.

?  for assignments which are expected to be of a duration of 3 years or more, 2 months’ lump sum is payable.

?  If an assignment of less than 3 years’ duration is subsequently extended to 3 years or more, a second 1-month lump sum is payable at the beginning of the third year.

Hardship Stations

Internationally recruited staff serving at a hardship location, where there is a shortage of basic supplies and materials or a lack of leisure and cultural activities and opportunities, are granted extra entitlements for shipment. Stations having difficult conditions are determined under the classification of duty stations scheme.
MEDICAL SERVICE

The VIC Medical Service is located on the 7th floor of F-tower, X 22223/4/5 and 22222 for emergencies. The Medical Service can assist staff members in the following cases:

- selection of a physician
- periodic medical examinations
- pre-mission consultations
- immunizations
- emergency medical care
- consultations
- working conditions
- prolonged sick leave

VIC HOUSING SERVICE

- The service is available to assist you in finding suitable accommodation in Vienna.
- UNOV staff may make full use of the Housing Service by obtaining a voucher from the UNOV Staff Council Office.
- Dues paying members of the Staff Union will have to pay US$ 700 into the Staff Council bank account that will be transferred to the Housing Service in case the staff member actually finds accommodation through the Service. If no suitable accommodation was found, the amount will be refunded after the staff member has certified that she/he are no longer seeking housing through the Housing Service.
- Non-dues-paying members of the Union can take advantage of this service, but the amount to be deposited will be US$ 750, of which only US$ 700 will be refunded in case no accommodation was found. The balance will remain with the Staff Council to defray costs of administering the scheme. In some cases, a portion of this fee may be recovered through the rental subsidy scheme.

STAFF UNION AND STAFF COUNCIL

- All staff members automatically belong to the Staff Union - to which they are invited to pay a modest voluntary contribution by payroll deduction, scaled according to salary.
- The purposes of the Staff Union are to contribute to the promotion of the objectives of the Charter of the United Nations; to represent, promote and safeguard the rights, interests and welfare of all members of the staff of the United Nations Office at Vienna; and to maintain relations and cooperation with staff organizations and similar bodies of other inter-governmental organizations and of the specialized agencies. (Article 2 of the Statutes of the Staff Union of the United Nations Office at Vienna).
- The Staff Council is the executive organ of the Staff Union. For staff members this is an important body, elected for the purpose of maintaining continuous contact with the Secretary-General. Moreover, the Staff Council shall participate in
identifying, examining and resolving issues relating to staff welfare, including
conditions of work, general conditions of life and other personnel policies, and
shall be entitled to make proposals to the Secretary-General in behalf of the
staff." (Staff Rule 108.1(d))

The Staff Council is also responsible for many recreational activities and services
for the benefit of the staff. Dues-paying members are issued a Union membership
card, entitling them to benefit from many special offers through the Staff Ser-
vices Office such as better banking services in the house, American Express
cards at cheaper rates, two free legal consultations per year, favourable condi-
tions at the VIC Housing Service, arrangement of contacts with universities and
summer schools, discounts from over 150 shops, restaurants and firms in Vi-
enna, etc. For more information, see HRMS website on the intranet—staff assis-
tance on line.

COMPETITIVE EXAMINATIONS

Competitive Examinations are held annually for recruitment to the Professional
Category of staff members from the General Service category. A projection is
made at the United Nations Headquarters New York of the P-2 posts, subject to
geographical distribution, which are expected to become vacant during a spe-
cific year. On the basis of this projection, the occupational groups for which the
examination is to be held, are determined. The main eligibility requirements for
taking the examination are completion of 5 years service with the United Na-
tions, at least a first level University Degree and good performance evaluations
on file.

Competitive examinations for language staff (translators, précis writers, inter-
preters, editors) are held periodically and open to staff members of the United
Nations at the P-3 level and below who meet the eligibility requirements, and
also to external candidates. The names of successful candidates are included in
a roster and they will be assigned to fill vacancies as they occur in the UN sys-
tem.

TRAINING

Various training courses are available to staff members. For information, please
contact the Staff Development and Training Unit on X4147 or visit their home
page on the Intranet.

PERFORMANCE APPRAISAL SYSTEM (PAS)

Purpose

To improve overall organizational performance by encouraging a higher level of
involvement and motivation and increased staff participation in the planning, de-

delivery and evaluation of work.

To link individual work plans with those of departments and offices and entails
setting goals, planning work in advance and providing ongoing feedback.
To promote communication between staff members and supervisors on the goals to be achieved and the basis on which individual performance will be assessed, encouraging teamwork in the process.

When a staff member takes up new duties upon recruitment, transfer or assignment in the course of the performance year, an individual work plan shall be established, a mid-point review conducted and an appraisal made for the period between the beginning of the new duties and the end of the performance year if such period is six months or more. For detailed information see ST/Al/1999/14 of 17 November 1999. If the staff member believes that he has been appraised in an unfair manner, a rebuttal procedure can be initiated. See circular UNOV/INF.98/ODCCP/INF.99.

**DISCIPLINARY MEASURES**

Disciplinary measures may be called for in cases of serious misconduct. No disciplinary proceedings may be instituted against a staff member unless he/she has been notified of the allegations against him/her, as well as of the right to seek assistance in his/her defense of another staff member or retired staff member, and has been given a reasonable opportunity to respond to the allegations. No staff member shall be subject to disciplinary measures until the matter has been referred to a Joint Disciplinary Committee (JDC) for advice as to what measures, if any, are appropriate. For further details, see Chapter X of the 100 Series to the Staff Rules, Administrative Instruction ST/Al/371 and Information Circular UNOV/INF.105/ODCCP/INF.106.

**APPEALS PROCEDURE**

A staff member may appeal against an administrative decision or against a disciplinary measure. The appeals procedure is specified in Chapter XI of the Staff Rules. Consult the President of the Staff Committee, the coordinator of the Panel of Counsel (UNOV/INF.79/ODCCP/INF.80), or the Secretary of the Joint Appeals Board (UNOV/INF.104/ODCCP/INF.105).

A detailed description of the appeal procedure within the United Nations is available on the Panel of Counsel page on the Headquarters Intranet.

**GRIEVANCES**

Staff members who feel they have a general grievance arising from their employment with the United Nations Office at Vienna, have recourse to a panel for a solution to the problem.

Grievances may include, but are not necessarily limited to, allegations of harassment or discriminatory treatment on grounds such as those referred to in Article 2 of the Universal Declaration of Human Rights, namely, “race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.


The current composition of the Panel on Discrimination and other Grievances can be found in the Information Circular UNOV/INF.119/ODCCP/INF.120 of 1 March 2001. A staff member may contact any of its members. Detailed information on the panel on Discrimination and Other Grievances including its terms of reference and procedures, can be found in the Administrative Instruction ST/Al/308/Rev.1.

STAFF RULES AND REGULATIONS

Please familiarize yourself with the Staff Rules and Regulations by reading the copy attached with your package of documents or accessing it on the Intranet under Desk-to-Desk Information, Human Resources Handbook. All staff members are obliged to know and observe the Staff Rules and Regulations.

UNITED NATIONS GROUND PASS

The UN grounds pass is your identification for access to UN building and should be worn at all times. You will be given the application for a grounds pass when you meet your Personnel Assistant. The grounds passes are issued at the Pass Office located at Gate 1 to the VIC.

DUTIES, OBLIGATIONS AND CONDUCT AS AN INTERNATIONAL CIVIL SERVANT

♦ All staff members by virtue of their appointment with UNOV/ODCCP, are international civil servants, i.e. your functional responsibilities are not national, but exclusively international.
♦ By accepting such appointment, staff members pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.
♦ Staff members are subject to the Secretary-General’s authority and may be assigned to any of the activities or offices of the United Nations.
♦ Staff members are required to conduct themselves at all times in a manner befitting their status as international civil servants, and should exercise the utmost discretion in regard to all matters of official business.
♦ In this respect, staff members are required to subscribe to and sign the Oath of Office.
♦ Please refer to Chapters 1-1; 1-2 of the Staff Regulations (to be accessed on the Intranet under Desk-to-Desk Information, Human Resources Handbook.

PRIVILEGES WITH RESPECT TO AUSTRIAN LAW:

Austrian Legitimation Card for non-Austrian Staff Members (Legitimationskarte)

All non-Austrian staff members holding a Fixed-Term or Permanent Appointment are entitled to a Legitimation Card issued by the Federal Ministry of Foreign
Affairs. All formalities for the issuance of the card are managed by the Pass Office of the United Nations Safety and Security Section.

Police Registration (Meldegesetz)

No police registration is necessary for non-Austrian staff members in possession of a valid Austrian identity card (Legitimationskarte). Those staff members intending to retire in Austria are advised to register with the police well before their retirement date.

Austrian Visas (Passgesetz)

No Austrian visas are required for persons holding an identity card (Legitimationskarte) issued by the Federal Ministry of Foreign Affairs. Non-Austrian staff members who are planning to retire in Austria are advised to apply for their resident’s visa (Unbefristete Aufenthaltsberechtigung) well before their retirement date.

Road Tax (Kraftfahrzeugsteuer)

All officials of the United Nations who are neither Austrian nationals nor stateless, residing in the Republic of Austria are exempt from paying road tax.

Driving License and Car Registration

♦ There is no need for non-Austrian United Nations staff members to obtain an Austrian driving license if they have a valid Legitimationskarte and a valid national driving license together with an official German translation of the same.
♦ Staff members at the P-5 level and above are entitled to diplomatic license plates; the Pass Office/United Nations Safety and Security Section will procure these for you.
♦ For all other staff members, your insurance agent will obtain your car registration plates and also assist with customs clearance (if your car was brought form abroad), etc. Please note that your car must be registered and have Austrian plates within three months of your bringing it to Austria.
♦ For further information contact one of the Insurance Companies available in the VIC.

Radio and Television Fees (Rundfunk-und Fernsehe-Hauptbewilligung)

All non-Austrian staff members may, as a courtesy, apply to be exempted from payment of taxes on radio and television sets. Staff should go, with their Legitimationskarte, to the Post Office at the VIC and fill out the necessary forms.

Census (Ordentliche Volkszählung)
A census is carried out in Austria every ten-years. Although foreigners resident in Austria are in principle required to take part in the census, officials of the United Nations and members of their household, who are neither Austrian nor stateless, and who hold a Legitimationskarte shall be exempted.

Staff members are, therefore, advised to show their Legitimationskarte to the census authorities who will then desist from conducting an inquiry. Staff members holding a Short-Term Appointment, who are not eligible for a Legitimationskarte, are advised to present their contract with the United Nations.

Church Tax (Kirchensteuer)

According to the Austrian law, the recognized churches are entitled to collect regular contributions from their members, if necessary by court action. In accordance with arrangements made by the Austrian Ministry for Foreign Affairs, they have agreed not to claim compulsory payments of these contributions from staff members of non-Austrian nationality.

Experience has shown that in many cases, the local church offices are not aware of the status of their members as staff members of the United Nations. Consequently, legal action was initiated against staff members. It is therefore, advisable that non-Austrian staff members will identify themselves as such to the respective church as soon as possible, to avoid such cases.

Inheritance and Gift Taxes

UN officials (except Austrian nationals and stateless) are exempt from inheritance and gift taxes, in so far as such arise solely from the fact that the officials or members of their household reside or maintain their usual domicile in Austria.

University Enrolment for Staff Members’ Dependent Children (Universitäts-Organisationsgesetz, No. 443/1978)

Dependent children of the United Nations staff members are admitted to Austrian Universities under the same conditions as Austrian nationals and enjoy the same status.

A study fee (Studiengebühren) of ATS 5,000, per semester is charged to all EU citizens and ATS 10,000, to all others.

PRIVILEGES AND IMMUNITIES

Officials of the United Nations assigned to Vienna enjoy certain privileges and immunities, as specified in the Agreement between the Republic of Austria and the United Nations regarding the Seat of the United Nations in Vienna of 29 November 1995, on the understanding that it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the Host Country.
We wish you “Good Luck” in your assignment with UNOV or ODCCP!