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| UNITED NATIONS | UN | NATIONS UNIES |

**NEW YORK**

**GENERAL INFORMATION ON CONDITIONS OF SERVICE APPLICABLE**

**TO TEMPORARY APPOINTMENTS**

**IN THE PROFESSIONAL AND HIGHER CATEGORIES[[1]](#footnote-2)**

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Salary and allowances

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Salary and allowances

1. Salary: Your gross base salary will be based on the applicable salary scale in effect at the time of your appointment and will be subject to United Nations staff assessment. The staff assessment is computed at the rates prescribed in staff regulation 3.3 as amended from time to time. It should be noted that the entire staff assessment is withheld at the source. If in addition to staff assessment your United Nations emoluments are legally subject to a national income tax by the country of your nationality or residence, the United Nations will generally refund such income tax actually due on your United Nations emoluments.

2. Post adjustment: Post adjustment is a variable non-pensionable amount added to the net base salary. It is designed specifically to equalize the purchasing power of the remuneration of UN officials serving in various locations around the world and deal with the relative difference in the costs of living between a duty station and the base city, New York. Post adjustment is expressed as a percentage of the net base salary which may vary from month to month. Accordingly, the actual post adjustment percentage paid will be the one in effect on the month in which you report for duty.

3. Representation allowance: staff members at the D-2 level and above shall be entitled to a representation allowance to compensate for such costs as may reasonably be incurred in the interest of the Organization in the performance of their duties.

4. Rental subsidy: The purpose of the rental subsidy scheme is to ensure a greater degree of equity and to alleviate hardships for staff members whose rented accommodations are of reasonable standard but cost significantly more than the average for the duty station. Staff member may qualify for rental subsidy only during the first seven years following arrival in New York. Under the scheme, the Organization will reimburse a certain percentage of your rent in excess of a threshold amount The Organization has determined reasonable maximum rent levels and the portion of rent which exceeds the reasonable maximum levels is the staff member's own responsibility. Reasonable maximum levels for New York at present are:

Family size Reasonable maximum rent

Staff member alone $3,700

Staff member with spouse $5,400

Staff member with 1 child $ 5,400

Staff member with 2 children $8,100

Staff member with 3 or more children $ 10, 000

5. The above amounts should be increased by 10 per cent for staff members at the D-1 and D-2 levels and by 20% for staff members at the ASG and USG levels. The rental subsidy is not payable during the period after arrival in New York, during which you will be receiving a daily subsistence allowance; the total subsidy will not exceed 40 per cent of the actual rent, i.e., you will always be responsible for at least 60 per cent of your rent unless it is provided otherwise in the applicable administrative instruction (see ST/AI/2018/3 and information circular ST/IC/2016/30).

6. Rental deductions: Staff members who receive housing assistance, whether from the Organization or another entity, including a Government, either housing free of charge or housing at rents substantially lower than the average rent used in calculating the post adjustment index for the duty station have an obligation to report such assistance to the Organization and shall normally be subject to a rental subsidy deduction from the applicable post adjustment amount.

7. Honours, gifts or remuneration: Staff members are strictly prohibited from accepting any honour, decoration, favour, gift or remuneration from any Government. Staff members are prohibited from accepting the same from any non-governmental source without first obtaining the approval of the Secretary-General. The above prohibitions are put in place in order to ensure the independence and impartiality of staff members. Please refer to administrative instruction ST/AI/2010/1 for further details.

8. Settling-in grant: If your travel to the duty station was authorized by the United Nations for a temporary appointment, you may be entitled to the daily subsistence allowance (DSA) portion of the grant. The purpose of a settling-in-grant is to compensate for the initial extraordinary costs incurred on moving to a new location, as well as the pre-departure expenses associated with relocation. The DSA portion of the settling-in grant consists of 30 days subsistence allowance at the daily rate in effect at the duty station on the date of arrival in respect of the staff member. For more detailed information see administrative instruction ST/AI/2016/5.

9. Dependency benefits: The United Nations determines the dependency status of eligible family members based on the recommendations of the International Civil Service Commission as approved by the General Assembly and reflected in the United Nations Staff Regulations and Staff Rules and relevant administrative issuances. A dependent spouse is one whose annual gross earnings, if any, do not exceed a limit based on the lowest entry level of the General Service gross salary scales at the base of the salary system in New York (G-2, step I) or at the closest United Nations duty station in the country of the spouse’s place of work, whichever is higher In New York, the earning limit for the calendar year 2018 is set at $ 41,461. Earning limits are subject to regular revision as the applicable salary scale is revised. A child allowance for single parent is payable to a staff member 1) whose marital status as recognized by the United Nations Secretariat is single, legally-separated, divorced or widowed, 2) who has a dependent child and 3) who did not receive financial support in excess of $41,461 per annum for the calendar year 2018. This limit is based on the lowest entry level of the General Service gross salary scales at the base of the salary system (G-2, step I in New York) on 1 January of the year concerned, which is $41,461 per annum. A dependent child is a child who is under the age of 18 years or, if the child is in full-time attendance at a school or university, under the age of 21. For more detailed information see administrative instruction ST/AI/2016/8.

10. For recognized dependents, dependency benefits are paid at the following rates:

For a dependent spouse, ...........................6% of the net remuneration (net base salary

plus post adjustment) per annum

For a single parent, ..................................6% of the net remuneration (net base salary plus post adjustment) per annum

For each dependent child in respect of whom the staff member is not paid a single parent allowance or a transitional allowance..................................$2,929 net per annum

Where there is no dependent spouse;

for one secondary dependent, i.e.,

dependent parent, brother or sister.........................$1,025 net per annum

11. Dependency allowance: In the case of a disabled child, the amount of the regular allowance for a dependent child may be doubled. A disabled child is one who is determined to be physically or mentally disabled either permanently or for a period expected to be of a long duration. If the staff member or his or her spouse receives similar benefits under national laws, the dependency allowances for children are reduced proportionally in order to avoid duplication of benefits and to achieve equality among staff members.

Pension Fund

12. Staff members holding appointments for six months or longer become participants in the United Nations Joint Staff Pension Fund on appointment. Staff members appointed for shorter periods become participants on completion of six months service without an interruption of more than 30 days. Service prior to the commencement of participation performed with the United Nations or with any other member organization of the Pension Fund may be made pensionable under certain conditions, within the time limit of one year after commencement of participation. Contributions to the Pension Fund are deducted from the pay cheques of participants at the rate of 7.90 per cent of their pensionable remuneration. The Organization contributes twice the rate applicable to participants. The scale of pensionable remuneration is set out in Appendix A to the Staff Rules.

13. The Fund provides disability, retirement and survivors’ benefits as well as lump sum withdrawal settlements. The conditions for entitlement to a benefit, as well as the determination of the amount of the benefit, are governed by the Regulations of the Fund.

14. Participants who leave the Organization after service of less than five years are reimbursed their contributions to the Fund with interest, unless they are eligible for a disability benefit. Staff members may elect to maintain continuity of their pension rights if they come from, enter or return to the service of any of the international organizations or governments with which the Fund has concluded a transfer agreement. There is no reimbursement of taxes paid on periodic benefits or on lump sums received from the Pension Fund.

15. The Secretary of the United Nations Staff Pension Committee should be contacted directly for further information regarding any matter affecting participation in the Pension Fund and the obligations and entitlements deriving therefrom during such participation and upon separation. For more information on the United Nations Joint Pension Fund, please consult their website: [www.unjspf.org](http://www.unjspf.org).

Leave

16. Annual leave: Annual leave accrues at the rate of one and one half days per month, or 18 working days per year.

17. Sick leave: On presentation of an appropriate medical certificate, a staff member holding an appointment for less than one year shall be granted certified sick leave credit at the rate of two working days per month of completed service.

United States Social Security

18. Citizens and permanent residents of the United States of America who are employed by the United Nations and serve in the United States are covered by United States social security. They must pay social security tax at the self-employed rate. The General Assembly has approved payment of the difference between the amount of self- employment (social security) tax staff members who are US citizens and permanent residents are required to pay as United Nations employees and the amount they would have to pay as employees of a taxable employer in the United States. The United Nations will normally reimburse one half of the self-employment tax due on the United Nations taxable earnings as calculated on IRS Schedule SE.

Health

19. Medical examination: All appointments to the United Nations are subject to satisfactory medical clearance. Please refer to the offer letter for instructions.

20. When the United Nations Medical Services has reported that you have satisfactorily met our medical standards, we shall notify you and confirm our offer of appointment subject to completion of the other elements of the pre-recruitment formalities.

21. Immunizations: For information concerning any required/recommended immunizations and required malaria chemoprophylaxis for international travel, please contact the United Nations Medical Services at Headquarters. Outside of Headquarters, any Medical Service of the U.N. Agencies, Public Health Service in your country, an international airline office or an affiliate travel agent could also provide such necessary information.

22. Medical and dental insurance: You may enroll in the medical and dental insurance plans offered at Headquarters for staff members and their eligible family members within 31 days of your date of appointment, provided you meet the eligibility requirements. For medical insurance plans, an initial appointment of at least three months duration is required to enroll yourself and your eligible family members. For dental insurance coverage, the initial appointment must be of at least six months duration. Staff members with appointments of less than three months are eligible to enroll in the Cigna insurance medical plan (emergency coverage only) for themselves only.

23. To enroll, you may obtain the necessary forms online at [www.un.org/insurance](http://www.un.org/insurance), or from the Insurance Section at Room FF-300. On enrollment, you may choose to commence the coverage on the effective date of your appointment or on the first of the following month. When official travel is involved, the appointment takes effect from the date in which you entered into official travel status to assume your duties. If you do not enroll in a health plan at the time of your initial appointment, you will have to await the next annual enrolment campaign. Details of the various insurance plans are available online on [www.un.org/insurance](http://www.un.org/insurance).

Life insurance

24. If you have an appointment of six months or longer, you may enroll in the group life insurance plan offered at Headquarters for eligible staff members within 60 days of your date of appointment. To enroll, you may obtain the necessary forms online at [www.un.org/insurance](http://www.un.org/insurance), or from the Insurance Section at Room FF-300. Participation in the group life insurance scheme is voluntary.

Personal documents

25. The United Nations require certain official documentation from persons newly reporting for duty. A birth certificate or passport will be required to confirm your date of birth. If you are married, you must show your marriage certificate, and the birth certificates of your spouse and dependent children, in order to establish your entitlement to dependency allowances and benefits, as applicable. You will also have to provide evidence of your nationality in the form of a valid passport.

Visa

26. In order to enter the United States of America to take up your appointment with the United Nations, you will need to be in possession of an international organization (G-4) visa stamped in your passport. On this basis a G-4 non-immigrant visa status will be conferred upon you at the time of your arrival in the United States by a United States Immigration Officer. Acceptance of this G-4 non-immigrant status in the United States, which is provided specifically for staff members of international organizations, is an integral part of your acceptance of this offer of appointment. If you have some other kind of United States entry visa, you will be required to obtain an international organization G-4 entry visa in its place before you travel to the United States to take up your new duties at the United Nations. Please note that this offer of appointment cannot be formalized unless the granting or conversion to a G-4 visa status has taken place. If you are already in the United States, the United Nations will request the United States authorities, prior to the commencement of your employment, to change your current U.S. visa status to a G-4 visa status provided you had maintained a lawful visa status up to the time you assume your duties at Headquarters. The United Nations will not be responsible for restoring your former United States visa status or obtaining any other United States visa status upon expiration of your appointment. Please note that the United Nations is not responsible for any costs associated with your travel to the consular office to obtain the G-4 visa.

27. You should inform the Office of Human Resources Management, at Headquarters of the exact address of the United States consular office where you will apply for the G-4 entry visa. If you will be accompanied by your spouse and dependent children, as defined in paragraph 9 above, for whom you wish to request international organization visas, please provide their names, dates of birth and relationship to you. Upon receipt of this information, the United Nations will request the issuance of a United States G-4 entry visa from the consular office indicated by you. Please note that you should contact the consular office first to ascertain whether the cable transmitting the official request from the United Nations for your G-4 entry visa has been received before going in person to obtain the visa which will be issued on your national passport. Please be informed that the Department of State does not issue G-4 visas for domestic partners, including in the case of same-sex domestic partners.

28. Upon arrival in the United States, the notation G-4 D/S (Duration of Status) is stamped on the passport to signify that a G-4 visa status has been granted to you for the duration of your employment with the United Nations. You must send all the induction forms and supporting documents pertaining to your visa status upon initial arrival in the US via email to [report@un.org](mailto:report@un.org) in order to be registered with the host country authorities and obtain a PID number.

Without this number, subsequent renewals of G-4 visas through the United States Permanent Mission to the UN are not possible. Please note that entering the United States using a G-4 visa when no longer in active service with the United Nations represents a violation of the US Immigration Regulations and is not permitted under any circumstances.

29. The G-4 visa is an entry visa and only needs to be valid upon entry into the United States**.** It is essential that, for any subsequent international travel, you and/or eligible dependents be in possession of a valid G-4 visa in your passport(s) prior to your return to the United States. As of May 2013, US Customs and Border Protection automated the I-94 record of admission and a paper form will no longer be placed in the traveller’s passport at time of arrival. You should retrieve and print the I-94 record of admission for you and your eligible family members from the U.S. Customs and Border Protection website each time you return to the United States after international travel. The weblink is <https://i94.cbp.dhs.gov/I94>. The United States immigration authorities at the port of entry will again stamp the passport with the admission stamp indicating the arrival date and the G-4 D/S classification.

30. Upon separation from service, G-4 visa holders are allowed a 30-day grace period during which they continue to enjoy the same privileges and immunities extended to them during their assignment. They have 30 days to either leave the United States or apply for a change of visa status or permanent residency. They may not travel abroad and re-enter the United States in G-4 visa status during this period.

Preparing for travel

31. As soon as the provisional offer of appointment has been confirmed by the United Nations, and you have received the required visa (if applicable), you should proceed with any necessary arrangements for leaving your present employer.

Travel

32. The United Nations will pay for the travel expenses of bringing you to the duty station and back. It will not pay for the travel of your spouse or dependent children. Should you decide to resign from your temporary appointment before completing the full term of your initial appointment, you will not be entitled to payment of return travel expenses for yourself unless the Secretary-General determines that there are compelling reasons for authorizing such payment.

Travel arrangements

33. As soon as the provisional offer of appointment has been confirmed by the United Nations, and the G-4 visa has been obtained, a Travel Authorization will be issued. The travel agency contracted by the United Nations at Headquarters, another travel agency office, an affiliate agent, or an airline which the travel agency may designate should contact you to arrange your itinerary and issue tickets. The travel agency office cannot act before it has received a Travel Authorization and all information required from the United Nations. The necessary arrangements will then be made in consultation with you and the tickets will be issued by the designated travel office so that you may start your journey. You should not purchase your own tickets unless requested to do so by the United Nations due to exceptional circumstances.

34. In addition to the cost of tickets, you are also entitled to a fixed amount of terminal expenses for such incidental expenditures incurred during travel as taxi fares, bus fares, porterage, and the like. Please retain your air ticket stubs and all other receipts for such expenses incurred during travel which must be submitted with your request for reimbursement. Your request for reimbursement should be submitted through your Executive/Administrative Officer on a claim form (F.10) after your arrival at the duty station.

Route, mode and standard of transportation

35. The route, mode and standard of transportation are established and approved in advance by the United Nations. As a rule, the normal route for your travel shall be the most economical. Your entitlements are set out in the relevant administrative instruction on official travel (ST/AI/2013/3). If you travel by an alternate route and mode under arrangements which are less expensive than the approved entitlement, the United Nations will only pay the actual cost incurred.

36. If you wish to deviate from the approved route, you must inform the HR Partner and obtain the necessary approval before beginning the travel. Please note that if you travel by an alternate route, your entitlement in terms of time and cost will not exceed that which you would be entitled to if you were travelling by the route and mode established by the Organization. You must pay any extra cost for deviation to the travel agency contracted by the United Nations at Headquarters or its affiliate agent before receiving your tickets.

Shipment

37. Entry of baggage, personal effects and household goods into the United States: Staff members should acquaint themselves with import procedures as well as with possible customs restrictions or limitations through the United States embassy or consulate in the country of departure.

38. Accompanied baggage: The United Nations does not provide insurance coverage but, if accompanied baggage is lost during recruitment travel, the Organization may consider appropriate compensation within the prescribed limits for the loss incurred. In the event of loss or damage to your baggage, you must ensure that all claims have been duly filed at the airport with the airline concerned. You must request copies of these claims for your record.

39. Accompanied excess baggage: In addition to the free baggage allowance provided by the air carrier, you will be entitled for the payment of the cost of accompanied excess baggage for one bag (not exceeding 270 cm or 106 inches in total dimension) when calculated on the basis of pieces and size of baggage, or up to 25 kilograms when calculated on the basis of weight. When no free baggage allowance is provided by the air carrier, reimbursement will be made for fees charged by the airline for (1) two bags when calculated on the basis of piece and size of baggage (each not exceeding 270 cm or 106 inches in total dimension), or (2) up to 58 kilograms when calculated on the basis of weight. Please refer for further details to administrative instruction ST/AI/2016/4 and information circular ST/IC/1999/99.

40. Entitlements to unaccompanied shipment and removal of personal effects and household goods: You may be entitled to ship to the duty station personal effects and household goods in a single unaccompanied shipment by land or sea up to a maximum net weight (including packing but excluding crating) of 100 kg (220 pounds) or net volume of 0.62 cubic meters (22 cubic feet). Personal effects and household goods shall mean the effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles. The effects being transported must be intended for your own use. Flammable or hazardous materials will not be shipped at the expense of the Organization or be included in any shipment which it has arranged. It should be noted that wildlife species of fauna or flora or products of such species, that are considered threatened or endangered by the Convention on International Trade in Endangered Species (CITES), are prohibited or restricted for trade between countries that have signed the convention.

41. When surface shipment is the most economical means of transport, your unaccompanied baggage may be converted to air freight on the basis of one half the weight or volume of the authorized surface shipment. Conversion to air freight on the basis of the full weight or volume may exceptionally be authorized when there is an extraordinary risk to, or loss of, the shipment in transit or when the normal shipping time would exceed three months.

42. The entitlement to an unaccompanied shipment has been established on a net weight or volume basis. Should the crating exceed one third of the gross, the difference will be considered as part of the net shipment. If the net exceeds the entitlement, you will be charged for the excess or reimbursed only up to your entitlement. You will normally be contacted by the United Nations’ contracted shipping company to arrange your shipment. In this case, the assigned company will bill the Transportation Operations Unit. However, in the event that you require assistance in arranging your shipment, please contact the United Nations Transportation Operations Unit in New York (Telephone No. 212-963-6304; Fax: 212- 963-2170). If you are authorized to arrange your own shipment, you should obtain a bill of lading or an air waybill, a receipt from the carrier which shows the gross and net weight and volume, and rates and charges in order to claim reimbursement of expenditure.

43. Relocation Grant in lieu of relocation shipment or unaccompanied shipment: In case you are entitled to unaccompanied shipment, in lieu of having the Organization arrange for your shipment, you may opt for payment of the relocation grant. The relocation grant option (RLG) is available to all internationally-recruited staff members who are eligible for the unaccompanied shipment of personal effects. The RLG option applies to movements involving a change in country upon initial appointment and separation from service. For appointments or assignments of less than one year the rate is US$1,500. When the RLG option is selected, the staff member is responsible for making all arrangements concerning the movement of his/her personal effects and household goods, and to deal directly with the packers/transporters/storage companies of their choice. In this context, please note that the United Nations will not require you to submit any proof on how the relocation grant is used. You may refer to part V of ST/AI/2016/4 and ST/IC/2017/35 for further details.

44. Insurance for shipment: Insurance coverage will be provided by the Organization up to the value of US$1,600 for your authorized unaccompanied shipment. In order to obtain this coverage, you are required to submit a complete itemized valued inventory, in duplicate, sending it by air mail to:

**United Nations Transportation Operations Unit**

**Room FF-0287, United Nations,**

**New York, N.Y. 10017**

**(Fax number 212-963-2170).**

45. The inventory should include the replacement value of each article including containers (trunks, suitcases, etc.) in United States dollars. The total dollar value of the items must be shown so that you may know if you have exceeded your entitlement. If the total dollar value of the inventory exceeds the entitlement, you will be charged the extra premium costs since insurance coverage is provided at United Nations expense only up to the amount of the entitlement stipulated above. Inventories must be signed and dated by the staff member certifying the amount of insurance coverage requested. The rates per US$100 value for unaccompanied shipment are US$1.465 by ship, US$0.865 by air, rail or truck.

46. If you prefer to make your own insurance arrangements, you may receive reimbursement from the United Nations within the limits of your entitlement upon submission of invoice receipts for premium payments together with the itemized valued inventory. The premium reimbursement will not exceed the amount that the United Nations would have paid to obtain insurance coverage at the rate of the total valuation of your itemized valued inventory and the premium rates. In these cases, the United Nations will not render any assistance in the settlement of claims for loss or damage.

47. Customs clearance: Accompanied baggage is ordinarily cleared through United States customs by the traveller when entering the United States. In the case of unaccompanied shipments, it is important that the staff member be at the destination when the shipment arrives in order to coordinate customs clearance formalities and arrange for delivery to residence. This factor should be taken into account when making the shipping arrangements, even though the scheduling of shipments may be difficult and unpredictable. If the staff member is not present at the destination, the shipment may be retained pending clearance and demurrage charges payable by the staff member may be incurred. Contact the Transportation Operations Unit (Room FF-0287) prior to the arrival of the unaccompanied shipment, as such shipments cannot be cleared through United States Customs until the owner has arrived and completed the necessary forms for this purpose. The United Nations Transportation Operations Unit will arrange for the unaccompanied shipment to be cleared through United States Customs upon receipt of the shipping documents and information regarding the scheduled arrival time of the shipment. Baggage and shipping documents should be addressed as follows:

(Your name)

c/o Transportation Operations Section

United Nations

New York, N.Y. 10017

Telephone: (212) 963-9408

Fax: (212) 963-2170

The shipping documents should also indicate the following:

”Also Notify Party”

Geologistics Services, Inc.

200 Connecticut Avenue

Norwalk, CT 06854

Telephone: (203) 854-5797

48. Storage: Storage and insurance, cartage or warehouse expenses related to storage of an unaccompanied shipment will normally be charged to you as these expenses are not normally reimbursed by the United Nations. You are advised to time your shipment to reach your destination after you have obtained a residence in order to avoid charges for storage and subsequent delivery to residence from storage. The current rates per US$100 value for insurance coverage for shipments while in storage is US$0.045 for locations in the United States of America and elsewhere, for each 30 days or part thereof. If storage is required at origin, pertinent details (insured value, name and street address of storage facility, date in and expected date out of storage) should be faxed to the Transportation Operations Unit with your request for coverage and agreement to pay the charges.

Forwarding address

49. Since all mail addressed to the United Nations Headquarters is opened automatically, your personal mail should be addressed to:

(Your name)

P. O. Box 20

(Room number or location)

United Nations

New York, N.Y. 10163-0020

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1. This document is intended solely for the general guidance and information of prospective staff members. The UN Staff Regulations and Rules and related administrative issuances, which are available to all staff members, constitute the authoritative texts establishing the rights and obligations of UN staff members, and no further or different expectancies should be inferred. The entitlements and rates mentioned in this document, as well as in the offer of appointment and the annexes thereto, are subject to the UN Staff Regulations and the Staff Rules and may be changed by decision of the General Assembly or under the authority of the Secretary-General. [↑](#footnote-ref-2)