

OHR Policy Guidelines

Implementation of Staff Rule 3.3 on Salary Policy

Determination of step upon promotion, recruitment, or movement to a different category

OHR/PG/2024/4/Rev.1 – 12 June 2024

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I. Scope of application

1. Pursuant to the Fifth committee resolution approved on 28 March 2024 (A/C.5/78/L.35) on the Amendments to the Staff Regulations and Rules, the General Assembly has directed the Secretary-General to withdraw the provisional amendments to staff rule 3.3. As a result, staff rule 3.3 will read as follows effective 28 March 2024:

“(a) On appointment, a staff member shall normally be placed at the first step of the level of his or her post, unless otherwise decided by the Secretary-General.

“(b) On promotion, a staff member who holds a fixed-term or a continuing appointment shall be placed at the lowest step of the level to which he or she has been promoted that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level.”

2. This document explains how the provisions of staff rule 3.3 are to be applied.
3. For the purposes of this rule, “promotion” is defined as selection of an internal staff member to a higher-level position within the same category. The determination of step in these cases will follow staff rule 3.3 (b), i.e., application of the “two-step” formula contained therein (see Form P.269).
4. Internal staff members who change categories (including recruitment of General Service staff and related categories to the Professional category) are not promotions and are to be treated for the purpose of step determination as a new appointment under staff rule 3.3 (a). When a staff member changes category, a new letter of appointment must be issued reflecting the different conditions of service of the new category.
5. The table below summarizes the application of staff rule 3.3:

Action	JO selection	TJO selection
Initial appointment	staff rule 3.3 (a)	staff rule 3.3 (a)
Reappointment	staff rule 3.3 (a)	staff rule 3.3 (a)
Change of category	staff rule 3.3 (a), including G to P selection following competitive examination	staff rule 3.3 (a), except temporary assignment of G to P -> under Staff Rule 3.3 (b) to determine SPA payment.
Selection to higher-level within the same category	staff rule 3.3 (b)	staff rule 3.3 (b) to determine SPA payment

6. Therefore, these guidelines apply to¹:
 - a) all initial appointments or reappointments under staff rule 3.3 (a), regardless of appointment type;

¹ Please note that these guidelines do not apply to the recruitment for positions in the Professional and higher category that require special language competence, and which are covered by other guidelines.

- b) selections for positions in a different category than the one held by the staff member under staff rule 3.3 (a), regardless of whether the change of category is the result of a TJO selection for a temporary vacancy or a JO selection for recruitment to fill a vacancy; and
- c) "promotions" under staff rule 3.3 (b).

Inter-organization movements pursuant to staff rule 4.9.

7. Movement of staff members on secondment or transfer from UN common system organizations, are governed by the provisions of the *"Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances"* as follows:
 - a) Should the staff member transfer or come on secondment to a position in the same category and at the same level, the step and seniority in grade held in the releasing organization is honoured;
 - b) If the transfer or secondment is for a higher-level position within the same category, the step-in grade will be calculated as per staff rule 3.3 (b), i.e., application of the "two-step" formula; and
 - c) if the transfer or secondment, involves a change of category, the provisions of staff rule 3.3 (a) will apply, i.e., a new determination of step in grade will be made in accordance with these guidelines.

Employment of former staff members and retirees

8. Former staff members who are not in receipt of pension benefits will be reassessed under the provisions of staff rule 3.3 (a) upon reappointment.
9. Former staff members in receipt of pension benefits will also have their step determined under staff rule 3.3 (a) but the step offered cannot exceed the one they held before separation upon retirement in accordance with the provisions of ST/AI/2003/8 on *Retention in service beyond the mandatory age of separation and employment of retirees*.

II. Change of category or recruitment into the Professional and higher category under staff rule 3.3 (a)

A. Minimum academic and experience requirements for the Professional and higher category

10. The minimum academic qualifications required for appointment to positions in the Professional and higher category is a first-level university degree from an accredited (recognized) academic institution². In some instances, certification of specialized training or license relevant to the job family, such as military and police academy diplomas, may be accepted in lieu of a recognized degree for the positions whose classified job descriptions provide for such alternative. In such cases, this information will be contained in the educational requirements of the job opening. Where there is no language accepting equivalences, no staff member is to be recruited into the Professional and higher category without meeting the requirement of the recognized first-level university degree.

² For a definition of what constitutes a recognized degree, please refer to ST/AI/2018/5.

11. An advanced degree is required for certain levels and in such cases, additional years of qualifying work experience may be accepted in lieu of the advanced university degree. The UNESCO "World Guide to Higher Education" may be used as a guide in determining the level of degrees in individual countries. Information may also be obtained from other reliable sources, such as official internet sites, permanent missions and/or the educational institution concerned.
12. Please see the table in Annex I for the minimum requirements in terms of relevant work experience and academic qualifications for the various levels in the professional and higher category that do not require special language competence.
13. In counting relevant work experience, HR specialists should consider work experience that would contribute to professional competencies/skills and that would prepare a candidate to perform the functions of the post for which the candidate is being selected. Work experience after the completion of the first-level university degree would fall under this category in most instances.
14. Work experience obtained prior to completing the first-level university degree will not normally be considered. However, in some cases, such experience may be considered when it is:
 - a) at the substantive and professional level; and
 - b) obtained in the fields specified in the job opening.
15. Work experience obtained in the General Service and related categories in the UN common system at the GS-6, GS-7, FS-4, FS-5, S-5 to 7, and TC-6 to 8 levels, National Professional Officer or Language Teacher category may be considered as relevant work experience, provided that the experience meets the above-mentioned criteria under paragraphs 13 and 14.
16. Experience obtained in certain job families (such as security, police, or military) where certification of specialized training or licence relevant to the job family are deemed to be equivalent to the first-level university degree, may also be considered as relevant work experience, provided that the experience meets the above-mentioned criteria under paragraph 14.
17. Any other situation must be evaluated carefully on its own merits and may only be considered in exceptional circumstances and upon proper justification of meeting the requirements under paragraph 14 above.
18. Work experience can be acquired on a full-time or part-time basis. Work experience acquired on a part-time basis should be credited proportionately to the time worked provided that the experience meets the above-mentioned criteria under paragraphs 13-17. When there is no information on the proportion of the time worked, part-time experience will be credited at 50%. This applies to self-employment, including consultancies and volunteer work. Internships will always be counted at 50%, even if they were on a full-time basis.
19. Work experience acquired during periods of full-time study will always be credited as part-time work experience and will be credited proportionally to the time worked. Therefore, when full-time study takes place concurrently with part-time work, work experience cannot be credited at 100%. Conversely, it should be possible to credit full-time work experience at 100% while undertaking part-time study.

B. Determination of step upon appointment or reappointment in the Professional and higher category

20. Upon initial appointment or reappointment, selected candidates will normally be appointed at the first step of the level for which they have been selected.
21. Heads of entities, within their delegated authority, may decide to offer an appointment at a step higher than step I to candidates who possess additional years of experience or educational qualifications over and above the minimum requirements as per the following table:

	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII
D-2	15+	n/a	n/a	n/a	n/a	n/a	n/a	n/a
D-1	15-17	17-18	19-22	23-24	25-26	27-28	29+	n/a
P-5	10-17	17-18	19-20	21-22	23-24	25+	n/a	n/a
P-4	7-13	13-14	15-16	17-18	19-20	21-22	23+	n/a
P-3	5-10	10-13	14-17	18+	n/a	n/a	n/a	n/a
P-2*	2	3	4	5	6	7	8	10

**At the P-2 level, two years less per step would be required for YPP or G to P successful candidates.*

22. The maximum allowable steps upon appointment or reappointment are as follows:

Grade level	Maximum step
D-2	I
D-1	VII
P-5	VI
P-4	VII
P-3	IV
P-2	VIII

23. In counting the years of work experience, the following criteria apply:
- Only periods of completed full-time work that amount to one year beyond the minimum requirements listed in Annex I will be counted. Periods of less than one year will be disregarded; and
 - A degree at level 8 as per the criteria of the International Standard Classification of Education ISCED (doctoral or equivalent) may be considered as equivalent to two years of full-time work experience.

C. Determination of step upon selection into the Professional and higher category from another category

24. Recruitment of staff members to the Professional and higher category from the General Service and related categories, or the Field Service category up to the FS-5 level, is governed by:

- a) staff rule 4.16 (b) which requires that appointments at the P-1 and P-2 levels be made exclusively through competitive examinations; as well as
- b) staff rule 3.4 (c), which calls for the grandfathering of the pensionable remuneration prior to the change of category until such time that the pensionable remuneration is surpassed by the one obtained in the Professional category.

Recruitments from the rosters created by competitive examinations can only be made at the P-1 or P-2 level.

- 25. These movements are defined as recruitment by the General Assembly and thus governed by the provisions of staff rule 3.3 (a): the step upon recruitment will accordingly be determined in line with paragraphs 20-23 above.
- 26. Internal staff members in the Field Service category at the FS-6 and FS-7 level and National Professional Officers can be recruited into the Professional and higher category provided they meet the requirements of the position. Upon selection, the staff member will be given a new letter of offer reflecting the new contractual conditions as per staff rule 4.5 and the step determination will also be subject to the provisions of staff rule 3.3 (a) and paragraphs 20-23 above. Upon acceptance of the offer, the staff member shall receive a new letter of appointment.
- 27. There may be some situations of change of category in which the net salary offered at the Professional and higher category may be lower than what staff members seeking to change category were receiving in their previous category. Under no circumstances can additional steps be given in these cases as a "pay match" exercise. Since such voluntary change of category represents a change in contractual conditions, the staff members should be given the standard period of time to consider the offer before accepting and be advised to consider the offer in its totality, including the additional entitlements that they may be eligible to under staff rule 4.5.
- 28. When the movement into the Professional and higher category is the result of a competitive selection through the staff selection system or a recruitment from a competitive examination roster, this movement is processed as a change of category PA.

D. Determination of step upon temporary assignment involving a change of category into the Professional and higher category from another category

- 29. When an internal staff member is exceptionally selected for a temporary assignment of less than one year (as GA mandated) from the General Service and related categories to the Professional and higher category, the movement is to be processed as an SPA in accordance with staff rule 3.10 and ST/AI/1999/17 and computed as per staff rule 3.3 (b), i.e. the "two-step" formula. The SPA is a financial compensation for the discharge of higher-level functions. Form P.269A provides how to calculate the amount of the SPA.
- 30. When an internal staff member in the Field Service category or a National Professional Officer is selected for a temporary assignment in the Professional and higher category, the movement is to be processed as a temporary grade and the determination of step should be done in accordance with staff rule 3.3 (a) and paragraphs 20-23 above. As the determination of step could result in a lower salary than the one given in the category of the post they encumber, staff members should be given the standard period of time to consider the offer

before accepting the temporary grade and be advised to consider the offer in its totality, including the additional entitlements that they may be eligible under staff rule 4.5.

III. Change of category or recruitment into the Field Service (FS) category under staff rule 3.3 (a)

A. Minimum academic and experience requirements for the FS category

31. Please see the table in Annex I for the minimum requirements in terms of relevant work experience and academic qualifications for the various levels in the FS category.

B. Determination of step upon appointment or reappointment in the FS category

32. Upon initial appointment or reappointment into the FS category, selected candidates will normally be appointed at the first step of the level for which they have been selected upon confirmation that the minimum academic and experience requirements of the job opening as per Annex I have been met.

33. Heads of Entity, within their delegated authority, may offer steps higher than step I to candidates who possess additional years of experience or educational qualifications over and above the minimum requirements as per the following table:

	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX
FS-7	12-15	16-17	18-19	20-21	22-23	24-27	28+	n/a	n/a
FS-6	10-12	13	14-15	16-17	18-19	20-21	22-23	24-25	26+
FS-5	8-9	10	11-13	14-15	16-17	18-19	20-21	22-23	24+
FS-4	6-7	8	9-11	12-13	14-15	16-17	18-19	20-21	22+
FS-3	4-5	6	7	8-9	10-15	16-17	18+		
FS-2	2	3	4	5	6	7	8	10	10

34. The maximum allowable steps upon appointment or reappointment are as follows:

Grade level	Maximum step
FS-7	VII
FS-6	IX
FS-5	IX
FS-4	IX
FS-3	VII
FS-2	IX

35. In counting the years of work experience, the following criteria apply:

- a) Only periods of completed full-time work that amount to one year beyond the minimum requirements in Annex I will be counted; and
- b) For FS-1 through FS-5, one additional year of experience may be computed for relevant higher-level education, i.e., one step for bachelor's degree or equivalent and two steps for Masters. This is not applicable for the FS-6 and FS-7 levels.

C. Special considerations for staff members who move to the FS category from a different category

- 36. Staff in the General Service and related categories including National Professional Officers are eligible to apply for positions in the FS category regardless of their current grade and level, as long as they meet the requirements with respect to academic qualifications and years of experience.
- 37. These movements are considered to be a recruitment to a new category and the determination of step will be done in accordance with staff rule 3.3 (a) and paragraphs 33-35 above.
- 38. Internal staff members who move to the FS category from a different category will be given a new letter of appointment reflecting the different conditions of service of the FS category.

D. Other considerations upon movement to the FS category: Personnel Actions (PA)

- 39. When the movement to the Field Service category from another category is the result of a selection for a position for a year or longer (e.g., JO selection), this movement is to be processed as a change of category PA.
- 40. When an internal staff member is selected for a temporary assignment (e.g., TJO selection) from a different category to the Field Service category, the movement is to be processed as a temporary grade.

IV. Change of category or recruitment into the General Service (GS) and related categories including National Professional Officers (NPOs)

- 41. GS posts encompass administrative support functions and range from GS-1 to GS-7.
- 42. Related categories encompass technical support or specialised functions other than those in the GS category including:
 - a) Trades and Crafts (TC): functions, in New York only, that are based on manual or practical activities, traditionally non-academic, and are related to a specific trade, occupation, or vocation such as drivers, plumbers, electricians, various machine operators, and maintenance workers. The levels are prefixed by "TC," and range from levels TC-1 up to TC-8;
 - b) Security Service (S): covers security officer functions in New York only. The levels are prefixed by "S" and range from S-1 up to S-7;

- c) Public Information Assistant/Tour Guides (PIA): the levels are prefixed by "PIA" and range from PIA-1 up to PIA-3. This category is limited to New York only;
- d) Language Teacher (LT): the level is prefixed by "LT," with one grade, LT-1. This category is limited to New York and Geneva only;
- e) National Professional Officer (NO-A to NO-E) should be nationals of and be locally recruited within the country of their employment to carry out functions that require national knowledge and experience; and may be employed in locations other than the eight headquarters duty stations of the UN common system.

A. Minimum academic, experience and un examinations and tests requirements for the general service and related categories

- 43. The following eligibility requirements must be met by prospective candidates to be recruited for positions in the GS and related categories:
 - a) The minimum age to be eligible for consideration for a position is 18 years old; and
 - b) Applicants must have completed secondary education or equivalent.

In some specific instances certification of specialized training or license relevant to the job family, may be required. In such cases, this information will be contained in the educational requirements of the job opening. Any assessment required for specific functions will be contained in the job opening for the position advertised.
- 44. Please see Annex I for the tables summarizing the minimum requirements in terms of relevant work experience and academic qualifications for the various levels in the GS and related categories including NPOs as well as the UN assessments and tests for their respective functions.

B. Determination of step upon appointment or reappointment in the GS and related categories including NPOs

- 45. Upon initial appointment or reappointment, upon confirmation that the minimum academic and experience requirements of the job opening have been met as per section III.A above, selected candidates will be appointed at the first step of the level for which they have been selected.
- 46. Appointment at step I should be the norm for all recruitments. Heads of Entity, under the delegated authority, may grant steps higher than step I up to a maximum of step VI if the candidate possesses relevant work experience or educational qualifications over and above the minimum requirements. One additional step above step I can be given for each additional completed year of full-time work experience up to the maximum of step VI.
- 47. In counting the years of work experience, the following criteria will be used:
 - a) Work experience obtained in the General Service and related categories in the UN common system may be considered as relevant work experience, provided that the experience meets the above-mentioned criteria under section A.

- b) Work experience obtained prior to completing the required educational qualifications for the category will not normally be considered.
- 48. For work experience acquired on a full-time or part-time basis or during periods of full-time or part-time study, please refer to paragraph 18 above.
- 49. In counting relevant work experience, HR specialists should consider work experience that would contribute to required competencies/skills and that would prepare a candidate to perform the functions of the post for which the candidate is being selected. Work experience after the completion of the minimum required educational qualification would fall under this category in most instances.
- 50. Staff in the GS and related categories including NPOs are eligible to apply for job openings across categories for positions subject to local recruitment regardless of their current grade and level, provided they meet the requirements with respect to academic qualifications and years of experience for the category and level they are applying to, and the staff member is legally authorised to work in the duty station. Such movements are a recruitment to a new category and the determination of step is subject to the provisions of staff rule 3.3 (a), covered in section III.B above.

V. Transitional measures

- 51. The implementation of these guidelines, effective 28 March 2024, may result in situations where, upon reappointment, staff members are offered a lower step than the step at which they held on their prior appointment.
- 52. Staff rule 4.18 on Re-employment is fully applicable to these situations and provides that:
 - “(a) A former staff member who is re-employed under conditions established by the Secretary-General **shall be given a new appointment unless the staff member is reinstated under staff rule 4.17.***
 - “(b) **The terms of the new appointment shall be fully applicable without regard to any period of former service.** When a staff member is re-employed under the present rule, the service shall not be considered as continuous between the prior and new appointments.” [Emphasis added]*
- 53. Staff rule 4.17 provides the conditions under which a reinstatement may take place. Staff members who previously held a temporary appointment cannot be reinstated.
- 54. **This being said, all offers of appointments made on or before 31 March 2024 in accordance with OHR/PG/2023/2 and OHR/PG/2023/3 should be honoured regardless of whether the candidate had accepted the offer or not.**
- 55. These guidelines (OHR/PG/2024/4/Rev.1) supersede the prior one OHR/PG/2024/4, which are hereby abolished.
- 56. **Offers issued to candidates between 1 April and 12 June 2024 in accordance with OHR/PG/2024/4 should be honoured as well regardless of whether the candidate has accepted the offer or not.**

ANNEX I – Minimum requirements in terms of relevant work experience and academic qualifications

1. Professional and higher category (that do not require special language competence):

Professional Level	Number of years of relevant professional experience	
	Master degree or equivalent Or higher (ISCED ³ Level 7 academic qualifications or higher)	First level university degree or equivalent (ISCED Level 6 academic qualifications)
P1	0	2
P2 Non YPP/G to P	2*	4
P2 YPP/G to P	0	0-2
P3	5	7
P4	7	9
P5	10	12
D1	15	17
D2	Over 15	Over 17

*At P-2 level, consideration is given for a doctoral degree (ISCED level 8) or equivalent with no experience.

³ [international-standard-classification-of-education-isced-2011-en.pdf \(unesco.org\)](http://international-standard-classification-of-education-isced-2011-en.pdf)

2. Field Service category:

Level of Appointment	Minimum relevant experience	Minimum academic requirements*
FS-7	12 years **	Completion of Secondary education or equivalent. Technical or vocational certificate**
FS-6	10 years**	Completion of Secondary education or equivalent or equivalent. Technical or vocational certificate**
FS-5	8 years	Completion of Secondary education or equivalent or equivalent. Technical or vocational certificate
FS-4	6 years	Completion of secondary education
FS-3	4 years	Completion of secondary education
FS-2	2 years	Completion of secondary education
FS-1	0 years	Completion of secondary education

**Technical positions such as vehicle mechanics, radio technician or communications technicians require a technical certificate/license of successful completion of an apprenticeship and tradesmen's qualifications in the relevant field.*

*** The minimum number of years of relevant experience is reduced for candidates who possess a first-level university degree as follows: for FS-6, a minimum of 5 years of experience; for FS-7, a minimum of 7 years of experience.*

2. General Service and related categories including National Professional Officers:

General Service	Number of years of relevant post-secondary experience		UN examinations/ tests
	Upper Secondary education or equivalent (ISCED Level 3 academic qualifications)	First-level university degree or equivalent (ISCED Level 6 academic qualifications)	
GS-1	No experience required.	No experience required.	Any specialised test required for specific functions ⁴
GS-2	1 year	No experience required.	
GS-3	2 years	No experience required.	
GS-4	3 years	1 year	
GS-5	5 years	3 years	
GS-6	7 years	5 years	
GS-7	10 years	8 years	

Security Service	Number of years of relevant post-secondary professional experience⁵	UN examinations/tests
S-1	2 years in a police force or 3 years in a military force	Security Officers Examination
S-2	2 years	
S-3	5 years	
S-4	9 years	
S-5	12 years	
S-6	15 years	
S-7	18 years	

Language Teachers	Master degree or equivalent or higher (ISCED Level 7 academic qualifications or higher)	UN examinations and tests
LT-1	5 years	N/A

⁴ Job openings in the GS category in the UN Secretariat advertised after 7 July 2023 no longer require the passing of the GGST. The discontinuation of the GGST has no bearing on other tests for the General Service and related categories, such as Data Assistant Test (DAT), Trades and Crafts Test (TCT), and Editorial and Desktop Publishing Assistant Test (EDPA). The tests will be administered as before.

⁵ Applies also to Security Officers in GS categories outside New York.

Public Information Assistant	Number of years of relevant professional experience	UN examinations /tests
PIA-1	No experience required	
PIA-2	1 year	
PIA-3	2 years	

Trades and Crafts	Number of years of relevant professional experience	UN examinations/tests
TC-1	No experience required.	Trades and Crafts Test
TC-2	No experience required.	
TC-3	No experience required.	
TC-4	3 years	
TC-5	5 years	
TC-6	7 years	
TC-7	10 years	
TC-8	12 years	

National Professional Officers	First-level university degree or equivalent (ISCED Level 6 academic qualifications)	Master degree or equivalent Or higher (ISCED Level 7 academic qualifications or higher)	UN examinations and tests
NO-A	2 years	0 years	N/A
NO-B	4 years	2 years	
NO-C	7 years	5 years	
NO-D	9 years	7 years	

For information on United Nations Online Examinations and Tests System please check: <https://hr.un.org/page/general-service-examinations>

ANNEX II - Frequently Asked Questions

Delegation of Authority

1. What is the authority of the Head of entity in determining the step in grade?

Under Staff rule 3.3 (a), the Head of entity has delegated authority to grant a step higher than step I, which is the norm, up to the maximum allowable step as provided in paragraphs 22, 34 and 46 of these guidelines. Under Staff rule 3.3 (b), the Head of entity has no authority to deviate from the application of the “two-step formula”.

Offers made to external candidates:

2. How should offers made to external candidates on or before 31 March 2024 be dealt with?

Offers made on or before 31 March 2024 and complying with the expired guidelines (OHR/PG/2023/2) should be honoured. There is no need to change or withdraw the offer and recruitment may proceed.

3. How should offers made to external candidates between 1 April 2024 and the publication of these revised guidelines be dealt with?

Offers issued to candidates after 31 March 2024 which followed the first set of 2024 guidelines (OHR/PG/2024/4) should be honoured. There is no need to revise these offers. If the application of the revised guidelines (OHR/PG/2024/4/Rev.1) results in a higher step for the candidate, the step may be revised provided the request complies with the provisions of staff rule 3.17 on retroactivity.

4. The new guidelines will require changes to the Inspira offer management tool. When will these changes be available?

Work is underway with the Inspira team to automate the current guidelines into the system. A communication will be issued as soon as it is implemented.

5. A staff member had step VIII when employed under a temporary appointment prior to 31 March 2024. The staff member has been selected through the staff selection system for a position at the same level after 31 March 2024 and the new guidelines will give the staff member a lower step than the one held under the temporary appointment. Can I honour the step under the old contract?

Staff rule 4.18 on re-employment states that the terms of the new appointment are fully applicable without regard to any period of former service. Consequently, the new offer should comply with the new guidelines and may result in a lower step.

6. An FTA-limited appointee (including JPO) has been selected through a JO for a position. The new guidelines will result in an appointment at the same level with a lower step. Are there any transitional measures for this situation?

There is no need to separate a staff member who holds a fixed-term limited appointment when they are selected against a JO following a competitive recruitment process including CRB review. In this case, the limitation should be lifted by executing a Change of contract elements PA and then a reassignment, transfer or promotion PA as applicable. This is not a situation of separation/reappointment and the step in grade level of the staff member will remain unaffected.

Special Post Allowance (SPA)

7. How are steps on SPA to be calculated after 28 March 2024?

If the SPA is the result of a selection to a higher-level position within the same category, the step should be determined in accordance with staff rule 3.3 (b) by application of the two-step formula. The two-step rule should also be used in cases of SPA for exceptional temporary assignment of General Service staff to a Professional position for a period of less than one year as per staff rule 3.10.

8. A staff member was given step VIII as a result of the application of the prior guidelines (OHR/PG/2023/3). The SPA is being extended after 28 March 2024. Should the step be recalculated in accordance with the new provisions?

No recalculation should be made as this is an extension of the SPA (not the determination of a new SPA calculation).

9. A staff member on SPA was given step VIII as a result of application of the prior guidelines. The staff member has been selected to the position as a result of a selection through the staff selection system. Can I honour the step held at the SPA level or do I have to abide by the new guidelines (OHR/PG/2024/4/rev.1)?

The step should be recalculated as per the new guidelines in accordance with staff rule 3.3 (b), that is, by strict application of the two-step formula as mandated by the General Assembly. All the seniority in grade at the lower level, including the time spent on SPA, shall be taken into consideration when calculating the next within-grade step increment at the higher level using the two-step formula.

10. A candidate has been selected for a temporary assignment at a higher level prior to 28 March 2024 but will not receive the SPA until three months later. Can I apply OHR/PG/2023/3 to calculate the SPA?

The calculation of the SPA should follow the guidelines in effect as of the effective date of the SPA PA, not the effective date of the temporary assignment at the higher level. Therefore, in this example, the present guidelines (OHR/PG/2024/4/Rev.1) will be the applicable one, not OHR/PG/2023/3 nor OHR/PG/2024/4.

Selections to higher-level positions within the same category (i.e., "Promotions")

11. What happens to staff members who were selected for a higher-level position within the same category between 28 March and 31 March 2024? How will their step be calculated?

Staff members selected for a higher-level position within the same category before 28 March will have their step calculated under the old guidelines (OHR/PG/2023/3). As an exceptional transitional measure, staff members selected for a higher-level position within the same category between 28 March and 31 March will also have the step calculated under the old guidelines (OHR/PG/2023/3).

Any selections made on or after 1 April 2024 will have to follow the "new" staff rule 3.3. (b) and be calculated in accordance with a strict application of the two-step formula as mandated by the General Assembly.