
Policy Guideline

DETERMINATION OF STEP UPON SELECTION TO A HIGHER-LEVEL POSITION WITHIN THE SAME CATEGORY

OHR/PG/2023/3 – 1 January 2023

I. SCOPE OF APPLICATION

1. The purpose of this document is to provide guidance on how the provisions of staff rule 3.3 (b) of provisional staff rules ST/SGB/2018/1 are to be applied to ensure consistency across the Organization.
2. Staff rule 3.3 (b) reads:

(b) On selection for a new position at a higher level within the same category, a staff member who holds a fixed-term or a continuing appointment shall be placed at the lowest step of the level to which they have been assigned 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 unless otherwise decided by the Secretary-General.
3. These guidelines apply to all selections to higher level positions within the same category (FS to FS, GS to GS, TC to TC, NPO to NPO, etc.) regardless of the duration of the selection. They are also therefore applicable to the determination of step in cases of special post allowance when the SPA is for a higher level selection within the same category. When the SPA is payable for assumption of functions across categories, the determination of step will be governed by the provisions of staff rule 3.3 (a).

II. IMPLEMENTATION

4. Upon selection for a position within the same category at a higher level (e.g. P3 to P4, FS3 to FS5, GS4 to GS-5, GS3 to GS 5, etc), the step determination will be made initially by determining the step at the higher level that would provide an increase in the net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level, referred hereinafter as the “two-step calculation”.
5. When the staff member is at the last step of the salary scale, the salary that would have been received with the two-step calculation is computed by adding to the salary at the last step the difference between the last step and the previous step and multiplying it by two.
6. There are situations, however, where this determination of step would result in a lower step than what staff members would have received had they been recruited to this level as external applicants. This is usually the case when staff members have many more years of relevant experience than what is required at the new level. In these situations, the application of the two-step calculation places internal staff members at a disadvantage.
7. In such situations, the years of experience of internal candidates will be normally calculated by adding the period of service in the organization since the last appointment to the recognized period of service prior to

becoming a staff member. The resulting total number of years of experience will then be used to determine the step that would have been given had the staff member been appointed as per staff rule 3.3 (a).

8. If the experience of the staff member, however, includes time served in different categories, the HR partner should carry out a qualitative review of the length of experience to determine if all the experience listed qualifies as relevant for the category under consideration. For instance, if the record of service includes years spent at the GS level and the staff member is being selected for a P position, the years spent at the GS level would have to be evaluated to ascertain whether they can be deemed to be relevant experience for the P category.
9. The HR partner should also ensure that academic qualifications such as bachelor, master or doctorate degrees that can be used to reduce the number of years of experience required to be placed at a given step and category have gone through the standard reference verification check. This is particularly important when the degree has been obtained after the staff member has joined the Organization as these degrees would have not been verified. In these situations, the degree cannot be considered and credited until it has gone through the regular verification process.
10. Experience that was not declared and subject to reference verification upon initial appointment or reappointment shall not be credited at the time of selection for a higher-level position.

EXAMPLE:

Salary scales as of 1 December 2022:

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-3	Gross	77,884	79,887	81,891	83,892	85,897	87,899	89,901	91,908	93,909	95,911	97,918	99,921	102,090
	Net	62,692	64,214	65,737	67,258	68,782	70,303	71,825	73,350	74,871	76,392	77,918	79,440	80,963
P-2	Gross	60,203	61,993	63,784	65,575	67,370	69,163	70,958	72,743	74,537	76,328	78,120	79,914	81,704
	Net	49,254	50,615	51,976	53,337	54,701	56,064	57,428	58,785	60,148	61,509	62,871	64,235	65,595

1 Feb 2018: YPP candidate was recruited at P2 level.

Experience upon recruitment: 5 years 10 months:

Step upon initial appointment: P2 Step V

1 December 2022: Selection to P3 level position.

Step at time of selection at P2 level: P2 Step VIII

Step determination with two-step calculation: P3 step I

Step determination as external: 5 years 10 months + 4 years 10 months= 10 years 8 months P3 step VI