

GUIDELINES FOR USE OF ONE-DOLLAR-A-YEAR CONTRACT

1) Legislative basis:

- a. Section V, paragraph 63, of GA resolution 67/255 requested the Secretary-General “to prepare guidelines on the use of one-dollar-a-year contracts.
- b. Pursuant to the above-mentioned General Assembly resolution, a one-dollar-a-year contract should be granted only under exceptional circumstances and should be limited to high-level appointments such as Under-Secretary-General, Assistant-Secretary-General, special representatives, envoys and other special high-level positions.

2) General provisions:

- a. One-dollar-a-year contracts are not to be used as a means of circumventing the policy on gratis personnel or acceptance of pro bono goods and services, which are subject to provisions of ST/AI/1999/6 and ST/SGB/2006/5, respectively.
- b. A one-dollar-a-year contract for special high-level positions is an agreement between the Organization and an individual by which the Organization retains the services of the individual when there is a need.
- c. A one-dollar-a-year contract may be granted as:
 - i. a temporary appointment in accordance with ST/AI/2010/4/Rev.1 on the administration of temporary appointments; or
 - ii. a fixed-term appointment in accordance with ST/AI/2013/1 on the administration of fixed term appointments; or
 - iii. a consultancy contract in accordance with ST/AI/2013/4 on consultants and individual contractors; or
 - iv. on a “when actually employed” basis in accordance with ST/SGB/283 on the use of “when actually employed” contracts for special representatives, envoys and other special high-level positions.
- d. The issuance of one-dollar-a-year contract on a temporary or fixed-term appointment is subject to the approval of the Secretary-General.
- e. The issuance of a consultancy contract with a token fee of \$1 is subject to the clearance by the Assistant-Secretary-General for Human Resources Management and will be approved on a case-by-case basis in accordance with section 5.21 of ST/AI/2013/4.

3) Conditions of service of holders of a one-dollar-a-year contract:

- a. The letter of appointment or consultancy agreement must specify the level of the appointment and the remuneration to be set at \$1 per year.

- b. Where appropriate, the official travel expenses of such individuals, including payment of daily subsistence allowance may be covered by the Organization subject to established policies on official travel and payment of daily subsistence allowance.
- c. Individuals on a one-dollar-a-year contract are not entitled to any of the benefits and allowances available to other staff members on a temporary or fixed-term appointment. One-dollar-a-year contracts do not attract annual, special or sick leave, maternity or paternity leave and carry no entitlement to dependency or other benefits or allowances except as provided for in the present guidelines.
- d. One-dollar-a-year contracts do not give rise to any relocation payment such as full removal, unaccompanied shipment or relocation grant, excess baggage whether upon assignment or separation. Holders of one-dollar-a-year contract are also not eligible to receive payment of an assignment grant upon appointment, a repatriation grant or a termination indemnity upon separation.
- e. Individuals on a one-dollar-a-year contract are not eligible for health or life insurance provided by the United Nations. Individuals on one-dollar a year contracts who are authorized to travel at United Nations expense, or who are requested to perform services on behalf of the Organization, may be eligible for compensation in the event of injury, illness or death attributable to the performance of duties on behalf of the United Nations. Compensation claims will be governed by the terms of appendix D to the Staff Rules. The period of coverage under appendix D will be limited to the days when the individual is performing duties on behalf of the Organization or on official business travel.
- f. The letter of appointment if hired under a temporary or fixed-term appointment must explicitly state that the appointee is excluded from participation in the United Nations Joint Staff Pension Fund.

4) Status of holders of a one-dollar-a-year contract:

- a. On a temporary or fixed-term appointment with a remuneration set at \$1 per year:
 - i. The staff member is required to sign an oath of office pursuant to staff regulation 1.1. The oath of office will be attached to the letter of appointment for signature by the holder of a one-dollar-a-year contract.
 - ii. The letter of appointment will state that the holder has the status of a staff member of the United Nations only on the days performing duties on behalf of the Organization, and as such, he or she is subject to the United Nations Staff Rules and Regulations during the days of his or her service.
 - iii. During the days the individual is not serving the United Nations, he or she shall continue to exercise utmost discretion in all matters concerning the Organization. He or she shall not communicate at any time to any other person, government or authority external to the United Nations any information known to him or to her by reason of his or her association with the United Nations, which has not been made public, except in the course of his or her duties or by authorization of the Secretary General or

his designate, nor shall he or she at any time use such information to private advantage, or act in such way to misrepresent or mislead the public on his or her status, nor use his or her connection with the Organization for personal gain. These obligations do not cease upon completion of their service under the agreement with the United Nations.

- b. On a consultancy contract with a token fee of \$1
 - i. One-dollar-a-year contract on consultancy agreement will be governed by the contractual provisions set out in the consultancy contract including the general conditions of service attached to it and to be signed by the individual in accordance with ST/AI/2013/4.
 - ii. Regarding the status of such individuals, their duties and obligations shall be included in the conditions of service which are provided for with the contractual document. They should be afforded the legal status of “experts on mission” as reflected in paragraph 5.4 of ST/AI/2013/4 and article VI, section 22 of the Convention on the Privileges and Immunities of the United Nations of 13 February 1946. They may be issued a United Nations certificate in accordance with article VII, section 26 of the Convention.
 - iii. The conditions of service must explicitly state that the holder has the status of an expert on mission only for the days when actually employed by the United Nations and that during those days the individual is subject to the conditions of service.

Approved by the OIC/OHRM

28 June 2016