



Secretariat

ST/AI/259/Rev.10  
27 February 1989

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: SALARY DIFFERENTIAL FOR GENERAL SERVICE STAFF IN  
THE LANGUAGE-TYPING AND WORD-PROCESSING UNITS,  
DEPARTMENT OF CONFERENCE SERVICES, HEADQUARTERS

1. A salary differential shall be paid to General Service staff members at Headquarters:

(a) Who have passed the appropriate qualifying examinations for the language-typing and word-processing units, Department of Conference Services;

(b) Who perform the duties of conference typist, word processor, 1/ assistant supervisor 2/ or supervisor 3/ in those units;

(c) Whose regular work schedule falls outside the normal working hours of the Secretariat;

(d) Who are at the G-3, G-4, G-5, G-6 or G-7 level;

(e) Who meet the technical standards and work conditions prescribed for conference typist and word processor. 1/

2. A General Service staff member in the language-typing and word-processing units who has been granted a salary differential in accordance with the provisions of this instruction shall cease to receive such salary differential as of the beginning of the month following the date on which any of the qualifying conditions in paragraph 1, subparagraphs (b) to (e), above ceases to exist. However, if the exigencies of the service require a staff member who is in receipt of a salary differential to be reassigned for a clearly recognizable temporary period to posts other than that of conference typist and word processor, such staff member could continue to receive the salary differential for a period of up to 12 months.

3. If a member of the language-typing or word-processing units ceases to meet the conditions prescribed in paragraph 1 (e) above, the salary differential may be withheld for a period of not less than six months. The differential may be restored by the Office of Human Resources Management upon certification that the staff member meets the standards prescribed in paragraph 1 (e), with effect from the first of the month following such certification. The granting or withholding of the salary differential shall be without prejudice to staff rule 103.8, which deals with the award of salary increments.

4. This instruction shall not apply to staff members specifically engaged as conference typist-trainees or the General Service staff who are assigned to any one of the language-typing or word-processing units in a capacity other than that of conference typist, word processor, assistant supervisor or supervisor.

5. The amount of salary differential is to be adjusted on the occasion of changes in the General Service salary scales, with the amounts being calculated as 8 per cent of the net salary at the G-4, step V, level, rounded to the nearest \$10.

6. As a consequence of the implementation of revised salary scales for staff in the General Service category with effect from 1 December 1988 announced in information circular ST/IC/89/6 the amount of the salary differential is revised to \$1,940 per year effective 1 December 1988. The monthly rate of the salary differential for conference typists and word processors holding short-term appointments is revised to \$162 with effect from 1 January 1989.

7. The salary differential shall not be pensionable. It shall not be taken into account in calculating overtime or night differential payments or in determining payments and indemnities on separation from service.

8. Administrative instructions ST/AI/259/Rev.9 and Amend. 1 are hereby superseded.

Notes

- 1/ Current functional title is "Editorial clerk" or "Editorial assistant".
- 2/ Current functional title is "Editorial assistant".
- 3/ Current functional title is "Supervising editorial assistant".

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