

**Secretariat**ST/AI/316
6 March 1984

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: GRANTING OF STATUS OF STAFF MEMBERS TO
FULL-TIME LANGUAGE TEACHERS

1. The purpose of this instruction is to implement the decision adopted by the General Assembly in section XIII of resolution 38/234 of 20 December 1983 concerning the granting of the status of staff members to a core of 48 full-time language teachers at Geneva, New York, Vienna, Addis Ababa, Bangkok and Nairobi.
2. As from 1 January 1984, such language teachers may be granted letters of appointment under the 100 series of the Staff Rules. They shall be locally recruited and will be remunerated in accordance with the best prevailing conditions at each duty station. Their salaries and particular conditions of service will be shown in a separate schedule to be incorporated in a new appendix to the 100 series of the Staff Rules applicable to the duty station.
3. The weekly work schedule of language teachers who have been granted the status of staff members shall be equivalent to the normal work-week applicable to the duty station. At Headquarters, the yearly schedule of work of full-time teachers shall consist of three terms of 13 weeks each. The Secretary-General shall set the normal yearly schedule of work of full-time teachers for each duty station away from Headquarters. There will be a summer recess and breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules will be treated as special leave with full pay.
4. Pending the determination by the International Civil Service Commission of the final salary scales, language teachers with the status of staff members will be paid in accordance with provisional scales established by the Office of Financial Services on the basis of (a) the annual remuneration of full-time language teachers under the arrangements existing prior to the above-mentioned decision of the General Assembly, taking into account their yearly work schedule and vacation entitlement; (b) the current salary scales for other locally recruited staff; and (c) when available, information relating to the level of remuneration of teachers with similar qualifications and functions in outside institutions.
5. The provisional salary scale for Headquarters is contained in the annex to this instruction.

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ANNEX

Salary scales for language teachers at Headquarters, showing annual gross and net salaries after application of staff assessment

(In US dollars)

Effective 1 January 1984

		I	II	III	IV	V
Language teacher	Gross	26 862	28 015	29 169	30 323	31 477
	Net	20 600	21 350	22 100	22 850	23 600

Dependency allowances: \$
 Dependent spouse 1 200
 Dependent child 606
 Except for first dependent
 child of widowed or
 divorced staff member .. 1 200
 Secondary dependant 630

Not entitled to language allowance.

Increments: Salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There will be a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules will be treated as special leave with full pay.
