



## Secretariat

ST/AI/365  
13 August 1990

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: IMPLEMENTATION OF CHANGES TO SALARY POLICY IN PROMOTIONS\*

1. As announced in paragraph 24 (d) of ST/IC/1990/11 of 2 February 1990, the General Assembly in its resolution 44/198 of 21 December 1989 endorsed a recommendation by the International Civil Service Commission, as part of a comprehensive review of the conditions of service of the Professional and higher categories, that promotion policies be modified to ensure that upon promotion a staff member is placed at a step in the higher level representing no less than the value of two steps at the lower level. The organizations of the United Nations common system at their seventy-second session reviewed various aspects of this recommendation and agreed on related changes to the present provisions governing salary policy in promotions. It was also decided by the Secretary-General to apply the new policy to all categories of staff. The purpose of this instruction is to implement the above-mentioned recommendation of the Commission, the agreements of the organizations participating in the United Nations common system and the decision of the Secretary-General.

2. Effective 1 July 1990 the provisions in paragraphs 3 and 4 below shall govern salary policy in promotions. Suitable amendments will be made in due course to staff rule 103.9 on salary policy in promotions.

3. (a) On promotion, a staff member shall be placed at the lowest step in the level to which he or she has been promoted, which provides an increase in net base salary equal to at least the amount which would have resulted from the granting of two steps at the lower level.

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\* Personnel Manual index No. 3220.

(b) If promotion is effective on the month in which an increment at the lower level is due, such increment will be included in the salary at the lower level, to which two steps will then be added to determine the staff member's salary on promotion in accordance with paragraph (a) above.

(c) The date of the first salary increment at the higher level shall be the anniversary date of promotion except that:

(i) In the case of those increments which require two years of satisfactory service, the first increment at the higher level will become due two years from the date of promotion, and

(ii) In the case of accelerated increments, the first increment at the higher level will become due 10 or 20 months from the date of promotion, as appropriate.

4. On promotion from the General Service and related categories to the Professional category, and in order to determine, in accordance with paragraph 3 (a) above, the step within the level to which the staff member is promoted, the following emoluments shall also be taken into account:

(i) The net amount of any pensionable allowance which the staff member received at the lower level, and

(ii) The post adjustment which, at the duty station where the staff member was serving prior to promotion, corresponds to the net base salary at the single rate for the level and step in the Professional category to which the staff member is promoted.

5. The salary policy in promotions from the Field Service category to the Professional category is governed by provisions in administrative instruction ST/AI/360. Appropriate amendments will be made to these provisions to reflect the provisions of paragraph 3 above.

6. Annexes I and II set out the procedures for calculation of the step to be awarded to the staff member in the salary level to which he or she has been promoted. The procedure in annex I applies to promotion within a category; the procedure in annex II applies to promotion from the General Service and related categories to the Professional category.

ANNEX I

COMPUTATION SHEET FOR SALARY ON PROMOTION WITHIN A CATEGORY

USE SALARY SCALE IN FORCE ON EFFECTIVE DATE OF PROMOTION

1. Name: \_\_\_\_\_
2. Effective date of promotion: \_\_\_\_\_
3. Staff member's net base salary at level prior to promotion:  
Level \_\_\_\_\_ step \_\_\_\_\_ \$ .....
4. Increment-within-level due on month of effective date of promotion:  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, to level \_\_\_\_\_ step \_\_\_\_\_ \$ .....
5. Salary after calculation of two additional steps above salary in item 3 or 4,  
as appropriate:  
\$ ..... 1/
6. Salary on promotion to level \_\_\_\_\_ step \_\_\_\_\_ \$ ..... 2/
7. Accelerated salary increment (10 months)  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Next increment due; date: \_\_\_\_\_

\_\_\_\_\_

1/ If at last step of level, add value of difference between last step and previous step and multiply by two.

2/ Lowest step at promotion level at least equal to salary to be received as indicated in item 5.

ANNEX II

COMPUTATION SHEET FOR SALARY ON PROMOTION

(From the General Service to the Professional Category)

USE SALARY SCALES IN FORCE  
ON EFFECTIVE DATE OF PROMOTION

ALL FIGURES SHOULD BE  
EXPRESSED IN ANNUAL AMOUNTS

1. Name: \_\_\_\_\_
2. Effective date of promotion: \_\_\_\_\_
3. Net base salary at lower grade: Level \_\_\_\_\_ step \_\_\_\_\_ \$ .....
4. Salary under item 3, plus two additional steps at present GS level:  
Level \_\_\_\_\_ step \_\_\_\_\_ 1/ \$ ....., or  
If at last step of level, add, to salary under item 3, difference between last step and previous step and multiply by two: \$ .....
5. Pensionable allowances:
  - (a) Non-resident allowance: \$ .....
  - (b) Language allowance: \$ .....
  - (c) Other (specify): \$ .....
6. Total (items 4 and 5) \$ .....
7. Promotion to the Professional category:  
Adjustment to General Service remuneration in item 6:  
Post adjustment classification for duty station: 2/ \_\_\_\_\_  
$$\frac{\text{item 6} \times 100}{\text{post adjustment factor: } \underline{\quad}: \underline{3/}} = \$ \dots\dots\dots$$

1/ If increment is due on month on which promotion becomes effective, the step at the lower level should be that corresponding to the increment.

2/ The duty station is the one where the staff member was serving prior to promotion.

3/ Post adjustment factor equals post adjustment multiplier for duty station plus 100.

8. Promotion level in Professional category: 4/

Level: \_\_\_\_\_

9. Step in level indicated in item 8 above 5/

Step: \_\_\_\_\_ Salary: \$ .....

10. To verify result in item 9 above, add:

Salary in item 9: \$ .....

plus

Corresponding post adjustment: 6/ \$ .....

Total \$ .....

The total above should at least equal amount in item 6.

11. Staff member has dependent spouse or child Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, salary at level and step in items 8 and 9 shall be paid at dependency rate \$ .....

12. Accelerated increment (10 months) Yes \_\_\_\_\_ No \_\_\_\_\_

Next increment due; date: \_\_\_\_\_

13. Comparison of dependency benefits

If the staff member was in receipt of any dependency allowance in the General Service category, proceed as follows to make a comparison of dependency entitlements:

(i) As General Service

(a) Spouse allowance \$ .....

(b) Children's allowance \$ .....

(c) Secondary dependant allowance \$ .....

Total \$ .....

4/ See corresponding administrative instruction on competitive examinations from the General Service to the Professional category.

5/ Lowest step at promotion level at least equal to amount in item 6.

6/ Amount resulting from applying multiplier of duty station where staff member was serving prior to promotion to 1 per cent of salary in item 9.

(ii) As Professional

(a) Spouse or first child:

Difference between net base salary plus post  
adjustment at dependency and single rates  
at level and step in item 8:

	\$ .....	(dependency rate)	
<u>minus</u>	\$ .....	(single rate)	
			\$ .....
(b) Children's allowance			\$ .....
(c) Secondary dependant allowance			\$ .....
<u>Total</u>			\$ .....

(iii) If total of (i) is greater than total of (ii), Payroll should be notified  
and a difference in terms of a personal transitional allowance for  
\$ ..... should be paid until total of (ii) reaches total of (i).

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