

LONG-SERVICE STEP

- **Applicable rules**
 - [ST/IC2008/45](#) (Salary scales)
 - [ST/AI/2002/3](#), section 16 (abolished and replaced by [ST/AI/2010/5](#) and [Corr.1](#))
- **Who is eligible?**
 - General Service and related categories
 - National Officers at duty stations away from Headquarters when their employment is authorized, for instance at UN Information Centres.
- **Conditions**
 - twenty years of service (continuous or cumulative) within the United Nations common system;
 - five years at the top step of the current grade;

☞ Periods of special leave with partial pay (SLWPP) or without pay (SLWOP) of one full month or longer are not counted towards the qualifying periods of service (20 years total and 5 years at the top step of the current grade).

☞ The qualifying periods of service are met, regardless of whether the staff member worked on a full-time or part-time basis.

- Satisfactory performance and conduct:

For long-service step purposes:

☞ Performance IS “satisfactory” when, during the five-year period since the last increment, the staff member’s performance was consistently rated “satisfactory” or above under the PER system, or “fully meets performance expectations” or above under PAS.

☞ Performance MAY BE “satisfactory” if, during the same period, there is ONE rating of “partially meets performance expectations” and no performance improvement plan was put into place under section 16 of [ST/AI/2002/3](#) [abolished and replaced by [ST/AI/2010/5](#)]. If a performance improvement plan was put into place and the performance rose to a level justifying a rating of “fully meets performance expectations”, the condition of “satisfactory performance” will be met.

☞ Performance is considered NOT to be “satisfactory” when, during the same period, the record shows:

- ONE rating of “partially meets performance expectations” and a performance improvement plan was put into place under section 16 of [ST/AI/2002/3](#) [abolished and replaced by [ST/AI/2010/5](#)], but performance failed to rise to a level justifying a rating of “fully meets performance expectations”, or
- TWO consecutive ratings of “partially meets performance expectations”, or
- ONE rating of “does not meet performance expectations”.

☞ After a determination of non-satisfactory performance, the long service step will be reconsidered when the staff member has had a chance to bring his or her performance to the “satisfactory” level, and to maintain it at that level for a continuous period of five

- **Steps to be taken by responsible office (Executive/Administrative Office at Headquarters, FALD/DPKO for mission staff, and local Personnel Office at Offices away from Headquarters):**
 - Generates IMIS long-service step report (PNSTAMOS) on a quarterly basis listing staff members eligible to be considered for long-service step during the next three months, and generates IMIS individual reports for each staff member.
 - Verifies whether staff member meets criteria for the granting of the long-service step.
 - Requests the staff member's supervisor to indicate whether he or she recommends granting of long-service step of eligible staff, drawing his/her attention to the conditions for the long-service step, including "satisfactory performance". Supervisor, as first appraising officer, is responsible for determining whether the performance was "satisfactory" during the five years' period since the last increment, and for recommending whether the long-service step should be granted or withheld.
 - On receipt of positive recommendation, raises PA to award long-service step.
 - In the absence of a positive recommendation, reviews the case with the supervisor to ensure that refusal to grant the long-service step is fully justified and documented. The responsible office then informs the staff member in writing of decision not to grant the long-service step, and of the grounds for that decision.
 - At Headquarters, the Executive Office sends a copy of the decision to OHRM.

PAS REBUTTAL AND DENIAL OF LONG SERVICE STEP

☞ **If the decision not to grant the long-service step was made while the staff member's PAS was under rebuttal, the decision should be reconsidered in light of the outcome of the rebuttal process when completed.**

☞ **When the staff member's performance rating resulting from the rebuttal process is considered "satisfactory" for long-service step purposes, the long-service step is granted and made effective as from the date on which it was due originally.**

☞ **The decision whether to grant or deny the long-service step is not part of the PAS rebuttal process. Denial of long service step is an administrative decision, which may be appealed under Chapter XI of the Staff Rules.**

- **Special situations**

- **Language Teachers**

Language Teachers became "staff members" on 1 January 1984 (General Assembly resolution 38/234 of 20 December 1983). The 20-year period of service for the granting of the long-service step is counted for them from 1 January 1984.

- **Separating staff members**
 - **For all separating staff members**
 - Under staff rule 103.8 [sr 3.3] (c), no salary increment is paid to staff members whose service ceases **during** the month in which the increment would otherwise be payable. This applies to the long service step as well.
 - If the staff member's service ceases **at the end of (not "during") the last month of service** in which the staff member would have been eligible for the long service step, the long service step is granted, provided all other requirements are met.
 - **Long service step and compensation in lieu of notice**
 - Compensation in lieu of notice is usually paid to staff whose appointment is terminated for abolition of post or reduction of staff, for health reason, or through an agreed termination. Currently, under staff rule 109.3 (c) [sr 9.7], the Secretary-General may authorize compensation "equivalent to salary, applicable post adjustment and allowances corresponding to the relevant notice period, at the rate in effect on the last day of service".
 - Therefore, under staff rule 103.8 [sr 3.3] (c), the long service step is payable when all other requirements are met if the staff member becomes eligible during full calendar month(s) included in the notice period, but not during the last month unless the notice period ends on the end of the calendar month.
 - **Termination on grounds of unsatisfactory performance or conduct**

The long service step is not payable.