

WITHHOLDING SALARY INCREMENT

- Applicable rules:
 - Staff rule 103.8 (a) [**sr 3.3**]
 - ST/AI/2002/3, sections 16 (abolished and replaced by [ST/AI/2010/5](#) and [Corr.1](#))
- A salary increment may be withheld when the performance of a staff member is not considered “satisfactory” as documented in his/her PAS.

☞ Performance is considered NOT to be “satisfactory” when the PAS record shows for the period since the last increment:

- 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”.

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 Monthly Step Increment Report (PNSTFM04) on a quarterly basis listing staff members whose increments will be due during the next three months and generates IMIS individual reports for each staff member.
- Verifies whether staff member has served the applicable qualifying period.

☞ Periods of special leave with partial (SLWPP) or without pay (SLWOP) of one full month or longer are not counted towards the qualifying period of service;

☞ Part-time staff, as well as full-time staff, are given a step increment annually, provided all other applicable requirements are met. They receive salary and emoluments, including step increments, on the basis of the proportion of their working hours to full time working hours.

- Requests staff member’s supervisor to complete and sign bottom part of staff member’s IMIS individual report (PNSTFMO4) for granting/not granting of the within-grade increment, drawing to the supervisor’s attention that, as first appraising officer, he/she is responsible for determining whether the performance is “satisfactory” and for recommending whether the increment should be granted or withheld.
- If the supervisor’s recommendation is not positive, reviews the case with the supervisor to ensure that the decision is reasoned and fully documented on the record, including PAS ratings and efforts made by the supervisor in the course of the performance year to resolve performance problems serious enough to warrant a decision to withhold the increment.

- If withholding decision is fully justified and documented, the Responsible Office:
 - informs staff member in writing of the decision, and of its grounds;
 - at Headquarters, the Executive Office sends a copy of the decision to OHRM;
 - raises PA (withhold/loss of step) in IMIS.

PAS REBUTTAL AND WITHHOLDING OF SALARY INCREMENT

☞ If the decision to withhold the increment 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", the increment is given and made effective as from the date on which was due originally.

☞ The decision whether to grant or withhold a salary increment is not part of the PAS rebuttal process. Withholding of salary increment is an administrative decision, which may be appealed under Chapter XI of the Staff Rules.

EFFECT OF DECISION TO WITHHOLD A SALARY INCREMENT

☞ Withholding of salary increment covers full increment period.

☞ Once an increment has been withheld, it may not be reinstated before the next due date for a salary increment (except in rebuttal cases, as shown above), provided all conditions are met at that time.