

WITHIN-GRADE SALARY INCREMENT

- **Applicable rules**
 - Annex I to the Staff Regulations, para. 4
 - Staff rules 103.8 [sr 3.3], 203.2 [abolished – see archives]
 - ST/AI/2002/3, section 16 (abolished and replaced by [ST/AI/2010/5](#) and [Corr.1](#))
- **Who is eligible?**
 - Staff members holding a fixed-term, probationary or permanent appointment under the 100 Series of the staff rules.
 - Staff members holding an intermediate or long-term appointment under the 200 series of the staff rules.
- **Conditions:**
 - Completion of the following period of qualifying service at the current grade and step between increments (except for staff eligible for an accelerated increment – See [Guidelines on Accelerated Increment](#)):
 - **12 months for staff up to P-2 step 11, P-3 step 13, P-4 step 12, P-5 step 10, and D-1 step 4;**
 - **24 months for staff at or above P-2 step 12, P-3 step 14, P-4 step 13, P-5 step 11, D-1 step 5 and at the D-2 level.**
 - Satisfactory **performance and conduct** during the qualifying period;

☞ **Performance IS “satisfactory” when, since the last increment, the staff member’s performance was rated ‘satisfactory’ or above under the PER system, or “fully meets performance expectations” or above under PAS.**

☞ **Performance MAY BE “satisfactory” if, during the period since the last increment, 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 the record shows for the same period:**

- **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”.**

- **Existence of a higher step** within the staff member’s current grade in the applicable salary scale, and

- **Positive** recommendation by the supervisor.
- **Determining date of next within-grade salary increment:**
(except for staff eligible for an accelerated increment – See [Guidelines on Accelerated Increment](#))
 - **Upon granting of initial appointment:** next increment due as of the **first day of the month** in which the qualifying period of service is met, (e.g. if an initial appointment is effective 16 July 2001, the first within-grade increment will be due on 1 July 2002);
 - **Upon promotion to higher level:** next increment at promotion level is due on the first of the month of the anniversary date of promotion;
 - **Upon granting of SPA:** next increment at SPA level is due on the first of the month of the anniversary date of granting of SPA;
 - **Discontinuation of SPA and granting of promotion on same date:**
 - If, on promotion of a staff member in receipt of an SPA, calculation previously done for determining level and step of SPA is reconfirmed, the date of next within-grade increment remains unchanged;
 - If recalculation results in additional step(s) to be granted, date of the next salary increment will be on the first of the month of the anniversary date of promotion;
 - If promotion and SPA calculations produce different results, use the more advantageous for the staff member.
 - **Return from special leave with partial or without pay for periods of one month or longer:** the date of the next increment is delayed by the number of **full months** of absence on special leave, e.g. if normal increment would normally fall due on 1 July of given year and the staff member has been on SLWOP or SLWPP for a period of 4 months during that year, the next increment will be delayed by 4 months, i.e. to 1 November of that year.
- **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 that the 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 the staff member's supervisor to complete and sign the bottom part of IMIS individual report (PNSTFMO4) for granting/not granting the 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 recommendation is positive, no further action is needed and the increment will be automatically paid by the system.
- If recommendation is not positive, follows procedures for withholding salary increment. (See [Guidelines on Withholding of Salary Increments](#))
- **Special situations for separating staff members:**
 - **For all separating staff members**
 - Under staff rule 103.8 (c) [**sr 3.3**], no salary increment is paid to staff members whose service ceases **during** the month in which the increment would otherwise be payable.
 - If the staff member’s service ceases **at the end of (not “during”) the last month of service** in which the increment would normally be due, the salary increment is paid, provided all other requirements are met.
 - **Salary increment 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 or 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 (c) [**sr 3.3**], the increment is paid if it becomes due 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**

No within-grade salary increment is payable.