



## Secretariat

15 October 2021

Original: English

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### Information circular

To: Members of the staff

From: The Secretary-General

Subject: **Rental subsidies and deductions**

In line with the revised threshold percentage figure for the purpose of calculating rental subsidies and reasonable maximum rent levels for Jamaica approved by the International Civil Service Commission, the annex II, III and IV to ISBA/ST/IC/2018/3 are revised accordingly, effective from 1 April 2021.



(Signed) Michael W. Lodge  
Secretary-General

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## Annex II

### **Threshold percentages for Kingston, Jamaica for the purpose of calculating rental subsidies**

Effective 1 April 2021, the threshold percentage figures for Jamaica approved by the International Civil Service Commission are as follows:

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	<i>Threshold</i>
Staff in receipt of a spouse, transitional or single parent allowance	25%
Other staff members	27%

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Threshold percentage figures apply until superseded by a change by the ICSC as reflected on in the post adjustment report on <https://icsc.un.org>

**Annex III****Reasonable maximum rent levels for Jamaica**

Effective 1 April 2021, the reasonable maximum rent levels for Jamaica are as follows:

	<i>Number of bedrooms</i>	<i>Rent (United States dollars)</i>
Staff member (without recognized dependents residing at duty station)	n/a	4,000.00
Staff member (with recognized dependents residing at duty station)	n/a	5,000.00
Deduction for electricity if included in rent.	Studio or 1 bedroom	30.00
	2 bedrooms	40.00
	3 bedrooms	50.00
	4 bedrooms	60.00
	5 bedrooms	70.00

## Annex IV

## Sample calculations (Kingston, Jamaica)

**Example 1:** Staff member is P-4/VI (no spouse, transitional or single parent allowance), newcomer, renting a one-bedroom apartment for US\$ 3,000 per month, including electricity cost. Date of arrival at Kingston is 16 August 2021 first day of lease is 16 September 2021.

Rental subsidy calculation:		Multiplier	
1. Total income	US\$	5. Reasonable maximum rent level	4 000.00
(a) Monthly net base salary (gross less staff assessment)	6 921.83	6. Rent for purpose of subsidy calculation (smaller of line 4 or 5)	3 000.00
(b) Post adjustment (50.8%)	3 516.29	7. Excess of rent over threshold (line 6 less line 3)	181.71
(c) Special post/spouse/transitional/ single parent allowance	0.00	8. Percentage reimbursement	80.00
(d) Total	10 438.12	9. Reimbursement amount (line 7 x line 8)/100	145.37
2. Threshold percentage	27.00	10. 40 per cent of rent for purpose of subsidy calculation (0.4 x line 6)	1 200.00
3. Individual threshold amount (line 1 (d) x line 2)/100	2 818.29	11. Subsidy (smaller of line 9 or 10)	145.37
4. Monthly rent (less electricity cost)	3 000.00	12. Subsidy in US Dollars	145.37
Exchange rate			
Rent, US\$	3 000.00		

If line 3 is greater than line 4, STOP. No subsidy payable.

**COMMENTS:** (1) In this example, payment of rental subsidy commences only as of 16 September 2021, the first day following the end of the period of payment of the daily subsistence allowance portion of the assignment grant, not on the first day of the current lease.

**Example 2:** Staff member is P-4/VI, in receipt of a spouse allowance, newcomer, residing with spouse and recognized dependents in a four-bedroom apartment at a monthly rent of US\$ 5,550, excluding electricity cost. Date of arrival at Kingston is 22 September 2021. First day of current lease is 1 November 2021.

<b>Rental subsidy calculation:</b>			<b>Multiplier</b>	
1. Total income	US\$		5. <b>Reasonable maximum rent level</b>	5 000.00
(a) Monthly net base salary (gross less staff assessment)	6 921.83		6. Rent for purpose of subsidy calculation (smaller of line 4 or 5)	5 000.00
(b) Post adjustment (50.8%)	3 516.29		7. Excess of rent over threshold (line 6 less line 3)	2 233.91
(c) Special post/spouse/transitional/ single parent allowance	626.25		8. Percentage reimbursement	80.00
(d) Total	11 064.37		9. Reimbursement amount (line 7 x line 8)/100	1 787.13
2. <b>Threshold percentage</b>	25.00		10. 40 per cent of rent for purpose of subsidy calculation (0.4 x line 6)	1 800.00
3. Individual threshold amount (line 1 (d) x line 2)/100	2 766.09		11. <b>Subsidy</b> (smaller of line 9 or 10)	1 787.13
4. <b>Monthly rent</b> (less electricity cost)	5 550.00		12. Subsidy in USD	1 787.13
Exchange rate		Rent, US\$		
		5 550.00		
If line 3 is greater than line 4, STOP. No subsidy payable.				
<b>COMMENTS:</b> (1) Although the staff member's period of eligibility for subsidy commences on 22 October 2021, subsidy is payable only as of 1 November 2021, the first day of the current lease.				