



Secretariat

22 September 2022

Administrative instruction

Administration of initial appointment of less than one year

The Secretary-General, for the purpose of establishing terms and conditions pertaining to the use and administration of initial appointment of less than one year, hereby promulgates the following:

Section 1

General

1.1 The purpose of an initial appointment of less than one year is to enable the Authority to effectively and expeditiously manage its short-term staffing needs

1.2 An initial appointment of less than one year does not carry any expectancy, legal or otherwise, of renewal and shall not be converted to any other type of appointment. Any appointment granted following an initial appointment of less than one year will be implemented as re-employment under staff rule 4.14, unless otherwise expressly provided for in the present instruction.

Section 2

Use and duration of an initial appointment of less than one year

2.1 An initial appointment of less than one year may be granted for a single or cumulative period of less than one year to meet seasonal or peak workloads and specific short-term requirements and shall have an expiration date specified in the letter of appointment.

2.2 An initial appointment of less than one year may be granted for specific short-term requirements that are expected to last for less than one year at the time of the staff member's appointment, such as:

(a) To meet an unexpected, temporary or peak work requirement of limited duration that cannot be carried out by existing staff members;

(b) To temporarily fill a position whose incumbent is on special leave, sick leave, maternity or paternity leave or on assignment;

(c) To temporarily fill a vacant position pending the finalization of the regular selection process;

(d) To work on a special project with a finite mandate.

2.3 An initial appointment of less than one year shall not be used to fill needs that are expected to last for one year or more.

Extension of an initial appointment of less than one year and successive appointments within a period of 364 days

2.4 Subsequent to the initial appointment of less than one year, new and successive appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

2.5 The period of 364 days shall start on the first day of service under the initial appointment or on the first day of service following the expiration of the period of time during which re-employment is not permitted, as set out in section 5.5 below.

2.6 Upon reaching the limit of service under one or several successive appointments as set out in the present section, or, exceptionally, 729 days as permitted under section 12 below, the staff member shall be required to separate from the Authority.

2.7 Where a period of time as set out in section 5.5 passes between appointments of less than one year, the period of 364 days shall start anew on the first day of the new appointment, even if the 364 days had not been reached under the previous appointment(s) of less than one year.

Section 3

Job opening, selection and appointment process

Job opening for initial appointment of less than one year

3.1 When a need for service for more than three months but less than one year is anticipated, a job opening shall be issued by the programme manager.

3.2 While the decision to issue a job opening for a need for service for three months or less is made at the discretion of the programme manager, any extension beyond three months shall require the issuance of a job opening.

3.3 The job opening shall include a description of the qualifications, skills and competencies required and reflect the functions of the post, using to the greatest possible extent the database of generic job profiles maintained by the Office for Administrative Services. Each job opening shall indicate the date of posting and specify a deadline by which all applications must be received.

3.4 The job openings shall be posted for a minimum of two weeks on the website of the Authority and may also be advertised externally if deemed necessary and appropriate.

Evaluation, selection and appointment or assignment

3.5 The office will assess the candidates' applications in order to determine whether they are eligible, and whether they meet the minimum requirements, as well as the technical requirements and competencies of the position. Such assessment will be undertaken through a comparative analysis of the applications. The assessment may also include a competency-based interview and/or other appropriate evaluation mechanisms, such as written tests and work sample tests. Following a competitive process, the head of office shall make the selection decision, up to and including the P-5 level.

3.6 When a candidate has been selected, the respective appointment shall be offered to the candidate, which for external candidates will be subject to satisfactory reference checks to be completed by the recruiting office. Such reference checks shall include, at a minimum, verification of the highest required academic qualification(s) and record with the last employer. Once such reference checks are completed to the satisfaction of the recruiting office/unit, a letter of appointment will be provided by the Office for Administrative Service to the selected candidate upon entry on duty. The letter of appointment shall contain, expressly or by reference, the terms and conditions of employment and details of the candidate's entitlements. In urgent cases, a conditional letter of appointment, initially for a period not exceeding three months, may be offered, subject to completion of reference checks the results of which are deemed satisfactory by the recruiting office.

3.7 The selected candidate shall be offered an initial appointment of less than one year unless the candidate already holds a fixed-term appointment, in which case the candidate will retain their fixed-term appointment and will be assigned to the position to be temporarily encumbered for a period not exceeding the duration of their fixed-term appointment.

Section 4 **Fitness for duty**

Initial appointments of less than six months

4.1 A candidate who has been offered an initial appointment of less than six months shall submit a medical certificate by a licensed medical practitioner stating that the candidate is medically fit to perform the assigned functions.

Initial appointments of more than six months

4.2 A candidate who has been offered an initial appointment of six months or more, or whose shorter appointment upon extension will reach six months or more, is required to undergo a medical examination in line with staff rule 4.15.

Section 5 **Eligibility**

Eligibility of a staff member who has held or is holding a fixed-term appointment

5.1 A current staff member who holds a fixed-term appointment may apply for temporary positions no more than one level above the staff member's current grade. A current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position as set out in section 3.3 above.

5.2 Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term appointment, a former staff member will be ineligible for re-employment on the basis of an appointment of less than one year for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, mutatis mutandis, with respect to a former or current staff member who has held or holds an appointment in another entity under the United Nations Common System and who applies for a temporary position with the Authority.

Eligibility of a staff member who has held or is holding an initial appointment of less than one year

5.3 A staff member holding an initial appointment of less than one year shall be regarded as an external candidate when applying for other positions, and may apply for other positions at any level, subject to appropriate competitive examinations and section 5.7 below. Therefore, a staff member holding an initial appointment of less than one year in the General Service or related categories may only apply to positions within those categories.

5.4 The provisions of this section are also applied, mutatis mutandis, with respect to a staff member who holds an initial appointment of less than one year in another entity under the United Nations Common System and who applies for a temporary position with the Authority.

5.5 A former staff member who held an initial appointment of less than one year and was separated in accordance with section 2.6 above, is not eligible for re-employment on a new appointment of less than one year or as a consultant or individual contractor within three months of the end of the former staff member's most recent appointment.

5.6 A former staff member who held an initial appointment of less than one year which had reached the maximum authorized duration for the appointment, shall not be granted a new appointment of less than one year unless the conditions specified in section 5.5 have been met.

5.7 A staff member who holds an initial appointment of less than one year in the Professional and higher categories for a position authorized for one year or more may not apply for or be reappointed to that position within six months of the end of the staff member's current service on the appointment of less than one year, if the position is advertised through the established procedures and will result in a fixed-term appointment. In exceptional circumstances, the required break-of-service period of six months can be shortened or waived if the Secretary-General determines there are compelling reasons for authorizing such a measure on a case-by-case basis.

5.8 In the case of separation following a mutually agreed termination of appointment, unless otherwise specified in the agreement, a former staff member will be ineligible for re-employment to any position or as a consultant or individual contractor for a period of three years following the separation.

Section 6

Performance evaluation

6.1 At the end of the initial appointment of less than one year, regardless of duration, the programme manager shall issue a performance evaluation on a standard performance evaluation form for staff members holding appointments of less than one year. The form should state what was expected of the staff member and whether the staff member and the supervisor discussed those expectations. Signed hard copies of the standard performance evaluation form shall be included in the official status file of the staff member concerned.

6.2 A staff member who disagrees with the performance rating given at the end of the appointment may, within seven calendar days of signing the completed performance appraisal form, submit a written explanatory statement to the Director of the Office for Administrative Services. The performance evaluation form and the explanatory statement shall become part of the official status file of the staff member.

Section 7

Salaries and related allowances

7.1 The salary and step in grade on appointment shall be determined in accordance with established grading guidelines.

7.2 A staff member who holds an initial appointment of less than one year shall be eligible for payment of salary at the dependency rate and/or dependency allowance as appropriate, in accordance with the conditions specified in staff rule 3.5 and staff regulation 3.4.

7.3 A staff member who holds an initial appointment of less than one year serving in posts subject to international recruitment as defined in staff rule 4.5 may be eligible for the following allowances in accordance with the applicable staff rules and the conditions specified in the present and other relevant administrative instructions:

(a) Salary increment pursuant to staff rule 3.2 should the appointment be exceptionally extended beyond 364 days in accordance with section 14 below;

(b) Post adjustment and rental subsidy pursuant to staff rules 3.6 and 3.7, unless otherwise provided under section 13.

7.4 A staff member who holds an initial appointment of less than one year serving in posts subject to local recruitment as defined in staff rule 4.4 may be eligible for the following allowances in accordance with the applicable staff rules and the conditions specified in the present administrative instruction:

(a) Salary increment pursuant to staff rule 3.2 should the appointment be exceptionally extended beyond 364 days in accordance with section 14 below;

(b) Overtime and compensatory time off pursuant to staff rule 5.1.

Section 8

Annual and special leave

Annual leave

8.1 A staff member who holds an initial appointment of less than one year shall accrue annual leave while in full pay status at the rate of one and a half days per month in accordance with staff rule 5.3 (a). Upon separation, pursuant to staff rule 9.10 and subject to staff rule 4.14, any accrued annual leave not utilized by the end of the appointment may be commuted into a sum of money for the period of such accrued annual leave up to a maximum of 18 working days. Between successive appointments pursuant to sections 2.4 to 2.7 above, up to a maximum of 18 days of accrued annual leave may be carried forward.

8.2 When service commences after the first working day of a month, one day shall be credited when service begins on or before the sixteenth day; a half day shall be credited when service begins thereafter. When service ends before the last working day of the month, a half day shall be credited for service ending on or before the fifteenth day; one day shall be credited when service ends thereafter.

Special leave in exceptional circumstances

8.3 Staff members holding an initial appointment of less than one year may exceptionally be granted special leave, with full or partial pay or without pay, for compelling reasons for such period as the Secretary-General deems appropriate pursuant to staff rule 5.5.

Section 9

Social security

United Nations Joint Staff Pension Fund

9.1 Staff rule 6.1 is applicable to a staff member holding an initial appointment of less than one year.

Sick leave

9.2 A staff member who holds an initial appointment of less than one year shall accrue sick leave at the rate of two working days per month in accordance with staff rule 6.2. A staff member may be granted the full entitlement of the sick leave for the duration of the appointment at any point in time during the appointment. In cases where a staff member is on certified sick leave at the date of expiration of the initial appointment of less than one year, the appointment shall be exceptionally extended for the purpose of allowing the staff member to utilize the balance of accrued sick leave days as of the date of expiration of the appointment. No further extension of sick leave shall be provided, nor does the extension give rise to any further accrual of leave days, other benefits or entitlements.

9.3 A staff member who holds an initial appointment of less than one year shall be entitled to a maximum of seven days of uncertified sick leave pursuant to staff rule 6.2 (b), subject to the maximum sick leave entitlement under the current appointment in accordance with staff rule 6.2 (c) (i) and section 9.2 above. Accrued sick leave cannot be carried forward between successive appointments.

Parental leave

9.4 A staff member who holds an initial appointment of less than one year is entitled to parental leave pursuant to staff rule 6.3. In cases where parental leave in accordance with staff rule 6.3 (a) (i) has started prior to the end of the appointment but has not been completed during the duration of the appointment, the appointment of the staff member will be exceptionally extended for the purpose of exercising the unused portion of the parental leave entitlement. The appointment extended for that purpose shall not be extended beyond the period of the parental leave entitlement and the extension does not give rise to any other benefits or entitlements.

9.5 A staff member who holds an initial appointment of less than one year is entitled to parental leave in accordance with staff rule 6.3 (a) (ii) upon completion of six months of continuous service, and when the staff member is expected by the Secretary-General to continue in service for at least three months upon return from parental leave. The leave may be taken either continuously or in separate periods during the year following the birth of the child, provided it is completed during that year and within the duration of the contract. The appointment shall not be extended solely in order to exercise the unused portion of the parental leave.

Compensation for service-incurred injury, illness or death

9.6 Staff rule 6.4 is applicable to a staff member holding an initial appointment of less than one year.

Death benefits

9.7 Staff rule 9.12 is applicable to a staff member holding an initial appointment of less than one year.

Compensation for loss of or damage to personal effects attributable to service

9.8 Staff rule 6.5 is applicable to a staff member holding an initial appointment of less than one year.

Section 10

Medical insurance

10.1 Staff members who hold an initial appointment of less than three months are entitled to enrol only themselves in the short-term medical insurance plan offered by the Authority, on an individual basis only and subject to availability. If such appointment is subsequently extended for a cumulative duration of three months or more, the staff members may enrol themselves and their eligible family members in a medical insurance plan offered by the Authority starting from the first day of the extension of the appointment or from the first day of the following month.

10.2 Staff members who hold an initial appointment of three months or more may enrol themselves and eligible family members in a medical insurance plan offered by the Authority starting from the first day of that appointment or from the first day of the following month.

10.3 A candidate requesting exemption from participation in a medical insurance scheme provided by the Authority shall be required to certify that the candidate has secured coverage generally equivalent to the Authority coverage.

Section 11

Travel-related entitlements

11.1 Unless otherwise provided under section 13, a staff member who holds an initial appointment of less than one year serving in posts subject to international recruitment as defined in staff rule 4.5 may be eligible, if not recruited locally, for the following travel-related entitlements in accordance with the applicable staff rules and the conditions specified in the present administrative instruction:

(a) The daily subsistence allowance portion of the settling-in grant in accordance with staff rule 7.16 (d);

(b) Travel expenses pursuant to staff rule 7.2 (a) (i) and excess baggage entitlement pursuant to staff rule 7.17, for the staff member only, as applicable;

(c) Unaccompanied shipment pursuant to staff rule 7.17 (i) for the staff member only, as applicable. The relocation grant option shall be available;

(d) Travel authorized for medical, safety or security reasons pursuant to staff rule 7.2 (a) (vii), as applicable.

11.2 In accordance with staff rule 7.4 (a), a staff member holding an initial appointment of less than one year who resigns before completing the full term of the initial appointment, shall not be entitled to payment of return travel expenses unless the Secretary-General determines that there are compelling reasons for authorizing such payment.

Entitlements to travel, shipment and subsistence allowance for successive temporary appointments within the same duty station

11.3 A staff member who is offered successive appointments of less than one year subject to international recruitment as defined in staff rule 4.5, shall be entitled to the following:

(a) Payment of travel expenses for the staff member pursuant to staff rule 7.2 (a) (i) only shall be authorized no more than once within a 12-month period;

(b) Unaccompanied shipment entitlement applicable to the initial appointment of less than one year shall be payable only when at least three months have passed between separation and re-employment on the subsequent appointment of less than one year;

(c) With respect to the daily subsistence allowance portion of the settling-in grant, pursuant to staff rule 7.16 (b) (i), the staff member shall be entitled to payment of the daily subsistence allowance once within a 12-month period.

(d) Travel, unaccompanied shipment and the daily subsistence allowance portion of the settling-in grant shall not be paid, in any case, to a staff member who, upon initial appointment with the Authority, did not travel at the Authority expense because the staff member was locally recruited.

Section 12

Exceptional extension of a temporary appointment beyond the period of 364 days

12.1 An initial appointment of less than one year may exceptionally be extended beyond 364 days, up to a maximum of 729 days, where a project unexpectedly continues for more than one year.

12.2 Under no circumstances shall the period on a temporary appointment exceed 729 days.

12.3 A recommendation for an exceptional extension of an appointment leading to service of one year or more shall be sent by the programme manager to the Secretary-General for approval. It shall be accompanied by a written justification, which must be consistent with the provisions of the present instruction.

Special conditions of service for an initial appointment of less than one year exceptionally extended beyond 364 days

Annual leave

12.4 A staff member whose initial appointment of less than one year has been exceptionally extended beyond the initial period of 364 days and under the circumstances specified in section 12.1 above, may accumulate and carry forward up to 18 working days of annual leave by 1 April of any year. Accrual of annual leave remains at the rate of one and a half days per month in accordance with staff rule 5.3 (a) and section 8.1 above. Upon separation, pursuant to staff rule 9.10 and subject to staff rule 4.14 (b), any accrued annual leave not utilized by the end of the appointment may be commuted into a sum of money for the period of such accrued annual leave up to a maximum of 18 working days.

Repatriation grant

12.5 Unless otherwise provided under section 13, a repatriation grant shall be payable to a staff member who has accrued one year or more of continuous service pursuant to Appendix II to the Staff Regulations.

Travel

12.6 Exceptional extension of the initial appointment of less than one year beyond 364 days does not give rise to additional travel entitlements under section 11 above.

Section 13

Remote working arrangement for staff members with initial appointment of less than one year

13.1 Based on organizational requirements and considering the need for efficiency, an initial appointment of less than one year may, where the staff member is not recruited locally, be granted on the basis that the staff member will work remotely away from the duty station for the duration of the appointment.

13.2 In the case that the staff members with initial appointment of less than one year is appointed to work remotely pursuant to section 13.1 above, the staff member will not be eligible for the following entitlements:

- (a) Post adjustment and rental subsidy pursuant to staff rules 3.6 and 3.7;
- (b) Home leave pursuant to staff rule 5.4;
- (c) Travel expenses and excess baggage entitlement in relation to initial appointment pursuant to staff rule 7.2 (a) (i);
- (d) Travel authorized for medical, safety or security reasons pursuant to staff rule 7.2 (a) (vii).
- (e) Settling-in grant pursuant to staff rule 7.16;
- (f) Unaccompanied shipment pursuant to staff rule 7.17;
- (g) Relocation shipment pursuant to staff rule 7.22;
- (h) Repatriation grant pursuant to staff rule 9.9;
- (i) other entitlements applicable to staff members appointed to work at the duty station only.

Section 14

Termination of an initial appointment of less than one year

14.1 An initial appointment of less than one year may be terminated in accordance with the Staff Regulations and Rules.

Notice of termination

14.2 A staff member whose initial appointment of less than one year is to be terminated shall be given not less than 15 calendar days' written notice of such termination or such written notice as may otherwise be stipulated in the letter of appointment, provided that in the latter case the notice also grants a minimum of 15 calendar days.

14.3 In lieu of the notice period, 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.

14.4 In accordance with staff rule 9.7 (d), no termination notice or compensation in lieu thereof shall be given in case of dismissal.

Termination indemnity

14.5 Staff members holding an initial appointment exceeding six months but less than one year shall be paid a termination indemnity in accordance with staff regulation 9.2, annex I to the Staff Regulations, staff rule 9.8 and the staff member's letter of

appointment. This applies also to initial appointments of six months or less that are subsequently extended beyond six months.

14.6 Staff members holding an initial appointment of six months or less shall not be paid a termination indemnity unless such payment is stipulated in the letter of appointment. Such termination indemnity shall not exceed an amount equivalent to one week's pay for each month of uncompleted service.

Section 15

Final provisions

15.1 The present administrative instruction shall take effect on the date of its issuance.



(Signed) Michael W. Lodge

Secretary-General
