**Salary Increments**

1. The purpose of a within-grade salary increment from one step to the next higher step within the established salary scale is to award a staff member an increase in salary for satisfactory performance and conduct during a qualifying period.

**Qualifying Period**

1. The qualifying period is one year, except for movement to longevity steps as specified in the respective salary scale. 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 all steps at D-2, the qualifying period is two years. Award of the increment is subject to confirmation of the staff member’s satisfactory performance in his/ her assignments and conduct as evaluated by his/her supervisor(s) and documented in UNDP’s performance evaluation mechanism; and to the existence of a higher step within the staff member’s current grade in the respective salary scale. Periods of special leave with partial pay or without pay of 30 consecutive days or more are not counted in the qualifying period.

**Eligibility**

1. All staff members with Permanent, Continuing or Fixed-Term appointments governed by the UN Staff Regulations and Staff Rules with an appointment of one year or longer are eligible for a salary increment, provided that the qualifying conditions as set out in paragraphs immediately above have been met.

**Separating Staff**

1. No increment is paid to a staff member who is due to be separated during the month in which the increment would have become due, unless the separation is to take effect on the last day of the month.

**Long-Service Step**

1. The long-service step is an additional step included in the local salary scales as a means of recognizing a staff member’s long service. The qualifying criteria for a long-service step apply to any staff member in the any staff member in the General Service (GS) and National Professional Officer (NPO) category having at least 20 years’ continuous service with UNDP or with UNDP and another organization of the UN Common System and which includes:
2. at least five years of service at the top step of the current level; and
3. satisfactory service
4. The long-service step does not apply in cases where longevity steps are already included in the local salary scales on the basis of local comparator practice as determined in the local salary survey.
5. The value of the step in net salary terms is the same as the within-grade increment in the corresponding level. The long-service step is pensionable.

**Effective Date**

1. **Upon initial appointment**: The increment takes effect from the first day of the month when the staff member reaches the qualifying period of service, e.g., if the effective date of appointment is 15 July 2014, the increment is due on 1 July 2015.
2. **Upon promotion to higher level**: The next increment at the promotion level is due on the first of the month of the anniversary date of promotion.
3. **Upon granting of Special Post Allowance (SPA):** The next increment at SPA level is due on the first of the month of the anniversary date of granting of SPA.
4. After a staff member is given an initial appointment, his/her step within a salary level should not be altered for any reason other than the award of an annual salary increment.

**Withholding of Salary Increment**

1. The basis for the decision to award or withhold a salary increment on the basis of performance shall be the record of performance of the staff member as documented in UNDP’s performance evaluation mechanism.
2. The head of office has the authority to decide on withholding a staff member’s increment based on a written recommendation by the immediate supervisor that the staff member has not fully met the requirements of satisfactory performance and/or conduct during the preceding year.
3. If it is recommended that the salary increment be withheld, the head of office shall notify the staff member, in writing, one month before the increment is due, indicating the reasons for such recommendation. The staff member is allowed two weeks to submit written comments to the head of office, who then shall make the decision on withholding the increment. If it is decided to withhold the increment of the staff member’s salary, a Personnel Action Form reflecting the withholding of the increment shall be issued.
4. If the staff member objects to the withholding of the increment, the same procedures must be followed as in the case of a rebuttal of his/her performance evaluation.
5. The next increment may not be awarded until one year from the date the withholding of increment would have been due, and only then provided that the staff member’s performance is judged to be satisfactory. However, when the case involves longevity steps, the waiting period for the receipt of the next increment should be the same as the qualifying period between longevity steps.